

**APS Manual of Operations  
(MoO)  
For Members, Officers, Committee  
Chairs, and Representatives  
Of The American Phytopathological Society  
(Revised August 2009)**

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## **1. Preface**

This manual contains descriptions of the areas of responsibility of the officers, Council members, offices, boards, Foundation, committee chairs, and representatives of The American Phytopathological Society (APS).

When the specific responsibilities of the position are given in the Constitution and Bylaws of the society, as amended, these have been followed. In many instances, however, these responsibilities are not detailed in the Constitution, and current procedures, as directed by the Council, have been included. An attempt has been made to place the responsibility with the logical officer, Council member, or committee chair.

## **2. Council Members**

The members of the Council of the American Phytopathological Society are: president, president-elect, immediate past president, vice president, secretary, treasurer, councilors of each of the divisions of the society (Caribbean, North Central, Northeastern, Pacific, Potomac, and Southern), councilors-at-large (senior, intermediate, and junior), the editors-in-chief of (*Phytopathology*, *Plant Disease*, *Molecular Plant-Microbe Interactions*, *Phytopathology News*, and APS Press). The executive vice president and the chair of the APS Foundation serve as ex officio, nonvoting members. Officers are the president, president-elect, vice president, secretary, treasurer, and executive vice president (nonvoting).

## **3. President**

### **3.1. General Responsibilities**

1. With the assistance of the Council, the executive vice president and others, has the responsibility for providing leadership and supervision for all society affairs. The president, officers, and editors-in-chief carry the major burden in establishing policy for conducting society business. The executive vice president is responsible for implementing these policies, as well as for operation of the society headquarters and supervision of its staff. The president, however, is ultimately responsible to the membership in all of these matters.
2. The president maintains an ongoing dialogue with the Executive Committee and the executive vice president to ensure communication on current issues.
3. Develops priorities based on the current strategic plan.
4. Assumes office at the meeting of the new Council during the society's annual meeting. The president presides at all meetings of the Council and, with the assistance of the secretary, is responsible for preparing the agenda.
5. In addition to the scheduled Council meetings during the annual meeting and at midyear, calls Council meetings by conference call to consider important issues.
6. Is the presiding officer of the Executive Committee of Council. This committee meets at the call of the president to approve the agenda for Council meetings and, when Council is not in session, conducts business that cannot be delayed until the next Council meeting. The president prepares a report to Council of all decisions and recommendations of the Executive Committee for Council approval.
7. Serves as a member of the Headquarters Operations Committee.
8. Attends the annual meeting of each of the divisions of the society, if possible, or designates an appropriate officer of the society as a representative. Reports on the progress of society business and interacts with members.
9. Attends the midyear APS Foundation meeting typically scheduled immediately before or after the midyear Council meeting.
10. Serves as a member of the Public Policy Board.
11. Approves all press releases and similar public announcements from OPRO.

### **3.2. Preparation for Annual Meeting and Council Meetings**

1. Maintains liaison with the Program chair (APS president-elect) on all decisions relating to program planning and organization. Develops theme for annual meeting held at the end of their term of office.
2. Maintains liaison with the executive vice president, the director of the SPB, and the director of meetings on appropriate matters related to planning for the annual meeting. Organizes and selects speakers for the Plenary Session and the President's Forum (if appropriate) in consultation with the immediate past president, president-elect, and vice president.
3. In consultation with the secretary and the Executive Committee, prepares the agenda for all meetings of the Council and Executive Committee, and distributes the agenda and reports to members of Council at least two weeks prior to

each meeting.

4. Receives the report of the Awards and Honors Committee, notifies the awardees of their selection, and ascertains that each will accept the award and whether they will attend the annual meeting to receive the award. Notifies Council members and staff of the election of Fellows and other APS and appropriate non-APS awards after awardees have been notified. Obtains the approval of a majority of Council members for the presentation of the Award of Distinction.

### **3.3. Conduct of Annual Meeting**

1. Presides at all meetings of Council and the Executive Committee and conducts essential business of the society.
2. Presides at the annual business meeting of the society and, with the assistance of the secretary, determines the order of business.
3. Presents awards to awardees at the annual awards ceremony.
4. Presides at the Plenary Session and delivers a presidential address.
5. Attends the senior editor Luncheon, or assigns a fellow officer in their absence.
6. Attends the Sustaining Associates breakfast or assigns a fellow officer in their absence; providing an update on the affairs of the society.

### **3.4. Activities Immediately After the Annual Meeting and Divisional Meetings**

1. Makes appointments to ad hoc committees authorized by Council. Society officers, Council members, office directors, and chairs of appropriate committees should be consulted for nominees.
2. Sends letters of congratulations to:
  - a. The nominator of each recipient of the Fellow or other award of the society. This serves as notification of the award.
  - b. New society officers and councilors.
3. Sends letters of appreciation to:
  - a. Chair and members of the Local Arrangements Committee.
  - b. Appropriate administrative officer(s) of the university or organization handling local arrangements.
  - c. Outgoing society officers, councilors, special and adhoc committee chairs, and society representatives.
  - d. Plenary session speakers, guest lecturers and other participants in society functions, as appropriate.
  - e. Division president and local arrangements chair following each division meeting attended by the president.
4. Notifies appropriate persons of Council decisions on requests for fund expenditures.
5. Invites appointees designated by the Council to membership on Special Committees.
6. Notifies chairs of ad hoc committees appointed by the previous president of their immediate dissolution or reappointment by the incoming president.
7. Reviews the activities of all special committees with Council to determine if the committee's charge has been met and, if so, recommends dissolution of the committee.

### **3.5. Appointments**

*Nominees for society offices should be selected early during the final year of service of the outgoing officer so that adequate time is available for an orderly transfer of responsibilities. The president presents the nominee(s) for each office to the Council for consideration. The president, with assistance from appropriate Council members, is responsible for informing newly appointed officers of their duties. The term of each office is three years and individuals shall not serve more than two terms consecutively. Present members of Council normally will not be appointed to any position that would begin prior to the end of their current term. All nominees need to be members of APS.*

The president has the responsibility to solicit nominations and coordinate efforts to find well-qualified persons to serve as:

1. Society officers (Treasurer, Secretary)
2. Council members
3. Editors-in-chief of (*APS Press, Molecular Plant-Microbe Interactions (MPMI)*; in cooperation with *IS-MPMI, Phytopathology, Plant Disease, Phytopathology News, Plant Health Progress, APSnet Education Center, Plant Disease Management Reports*)
4. Directors of: Office of International Programs, Office of Public Affairs and Education, Office of Industry Relations, Public Policy Board, Scientific Programs Board, Office of Electronic Communications, and the Publications Board

5. Members of the Financial Advisory Committee.
6. Members of Foundation Board of Directors
7. Society Representatives
  - a. The president appoints, with the approval of Council, representatives to other organizations in which the society is entitled to be represented and in which representation is to the society's advantage. (*See **Representatives section***).
  - b. Representatives to meetings or events. APS receives many invitations to send representatives to important national or scientific meetings or events. In addition, requests are received soliciting nominees for various awards, lecture programs, etc. In consultation with the Council, appropriate committee chairs and others, the president selects members for such recognition or participation when it is in the best interest of the society.
  - c. The president works with the executive vice president to approve staff participation at other meetings and events.
8. APS Historian

## **4. President-Elect**

### **4.1. General Responsibilities**

1. Assumes office at the meeting of the new Council during the society's annual meeting.
2. Serves as a member of the Council and presides at all Council meetings in the absence of the president.
3. Serves as a member of the Executive Committee of the Council and presides at Executive Committee meetings in the absence of the president.
4. Serves as chair of the Annual Meeting Planning Committee for the next annual meeting of the society.
  - a. Attends all meetings of the Scientific Programs Board (SPB). Works with the SPB and director of meetings in development and organization of the program.
  - b. Reports to Council on progress of all program plans and seeks Council approval as required such as for symposia at future annual meetings.
  - c. Coordinates with headquarters staff regarding announcements, call for abstracts, and publication of the annual meeting program.
  - d. Oversees scheduling of contributed presentations. Schedules all sessions within the program.
  - e. Coordinates with the headquarters director of meetings regarding plans for all physical arrangements for the program.
  - f. Reviews and approves budgets developed by symposium chairs and reports results to Council.
  - g. Assists the president in organization of the Plenary Session and President's Forum.
  - h. Attends the meeting of the division officers at the annual meeting.
  - i. Should be informed and give approval of entertainment planned for any social event.
  - j. Attends the Extension Workers' Breakfast and provides an update of society affairs.
  - k. Presides at the First Timers' Orientation
5. Serves as a member of the Headquarters Operations Committee and Financial Advisory Committee..
6. Serves as a member of the Public Policy Board.

## **5. Vice president**

### **5.1. General Responsibilities**

1. Assumes office at the meeting of the new Council during the society's annual meeting.
2. Serves as a member of the Council and presides at all Council meetings in the absence of the president and president-elect.
3. Serves as a member of the Executive Committee of the Council and presides at Executive Committee meetings in the absence of the president and president-elect.
4. Serves as vice-chair of the Annual Meeting Planning Committee and member of the Scientific Programs Board.
5. Serves as a member of the Financial Advisory Committee.
6. Serves as a member of the Public Policy Board.
7. Assists the president with organization of the Plenary Session and President's Forum.

8. Serves as liaison between Council and department heads at the annual meeting and attends the Department Head's Breakfast at the annual meeting, reporting on relevant issues from Council.
9. Serves as representative of the society to the American Institute of Biological Sciences.

## **6. Immediate Past President**

### **6.1 General Responsibilities**

1. Serves as a member of the Council and of the Executive Committee of the Council.
2. Serves as a member of the subcommittee of the Executive Committee, charged with reviewing and updating the APS Strategic Plan.
  - a. Works with the president and president-elect to review progress on the society's Strategic Plan. Has responsibility for preparation of appropriate background material for consideration by the committee at each meeting.
  - b. Prepares a report on progress toward the goals of the Strategic Plan, which is distributed to Council members and published in *Phytopathology News*.
3. Serves as a member of the Headquarters Operations Committee (HOC) and chair of this committee in odd-numbered years. As HOC chair:
  - a. Calls meetings of the Headquarters Operations Committee to consider all matters pertaining to the management and operation of the jointly owned headquarters facility and its staff.
  - b. Prepares the agenda for the meeting in consultation with the executive vice president.
  - c. Presides at meetings of the committee and conducts essential business.
  - d. Supervises the annual performance review of the executive vice president.
4. Reviews material prepared by the Awards and Honors chair and staff and presides at the awards ceremony.
5. Generally chairs the Affiliates' Meeting and Past Presidents' Luncheon at the annual meeting.
6. Conducts the orientation for new members of Council at the annual/midyear meeting.
7. Provide insight on the vision of APS at the committee orientation session during the annual meeting.
8. Serves as an ex-officio voting member of the OPRO

## **7. Secretary**

The Council appoints the secretary of the society for a three-year term of office. Individuals shall not serve more than two terms consecutively. The secretary cannot simultaneously hold another office of the society during the term as secretary.

### **7.1. General Responsibilities**

1. Assumes the responsibility of the office at the meeting of the new Council during the society's annual meeting.
2. Serves as a member of the Council and of the Executive Committee of the Council.
3. Serves as the internal communication officer of the society.
4. Oversee communication and accomplishment of tasks and action items.
5. With the Presidential lineage, develops strategic plan and priorities and provide feedback to governing bodies on actions evolving from the strategic plan and the financial strategic plan.
6. Work with staff to develop appropriate means of communication and dissemination of information for governing bodies of APS and membership.
7. Issues a call for agenda items for Council meetings. Notice is sent to Council members, standing and ad hoc committee chairs, office and board directors and chairs, and representatives.
8. Assists the president in preparing the agenda for all regular and called meetings of the Council and of the Executive Committee.
9. Prepare and coordinates with staff an article; within two months following midyear council meeting, an update to membership on current activities; following the annual council meeting, and the Annual Report of the society for publication in *Phytopathology News*.
10. Maintains records (with help of headquarters staff) of all deceased members and former members. Solicits names of deceased and appropriate obituaries for publication in *Phytopathology News* from department heads and divisions.

11. Works with headquarters staff to update the "Manual of Operations" of the society. Approved revisions to the manual are posted on *APSnet*. The full manual is reviewed for accuracy and needed updates every three years. To facilitate, the Secretary will notify all factions for review of their respective sections.
12. In preparation for the Midyear Council meeting reviews with staff necessary APS Council appointments for the coming year.
13. Following the annual meeting, coordinates notification to appropriate societies and organizations of the new officers of APS and reminds those applicable to forward dues invoices to the staff contact at APS headquarters:
  - a. International Society for Plant Pathology (ISPP)
  - b. American Institute of Biological Sciences (AIBS)
  - c. Council of Agricultural Science and Technology (CAST)
  - d. Coalition for Funding Agricultural Research Missions (CoFARM)
  - e. Council of Scientific Society Presidents (CSSP)
  - f. Others, as appropriate
14. In cooperation with staff notifies sister societies of upcoming annual meeting places and dates.

### **7.2. Meetings of the Council and Executive Committee**

1. Notifies Council and Executive committee members of the dates and place of all meetings and distributes the agenda and other pertinent information.
2. Coordinates the minutes and action items of all Council and Executive Committee meetings. Minutes of Council and Executive Committee meetings are posted on the Council section *APSnet* without undue delay after the meeting. Following approval of the minutes they are then posted in the member's section of *APSnet*.
3. Communicates electronic voting results on motions brought before Council at times other than the regularly scheduled Council meetings. To conduct a Council E-mail vote: (a) the motion is sent to Council members, (b) a discussion of the motion is held and formally closed, (c) a ballot is sent electronically, and (d) votes are tallied and the results forwarded to the president and the secretary, who will inform Council.
4. Calls for annual and midyear reports from society officers, division councilors, editors-in-chiefs, directors and chairs of ad hoc and special committees, boards and offices, including staff and society representatives in accordance with the strategic plan.

## **8. Treasurer**

The Council appoints the treasurer of the society for a three-year term. Individuals shall not serve more than two terms consecutively. A treasurer-elect is appointed to serve concurrently with the treasurer during the last year of the treasurer's term. The treasurer cannot simultaneously hold another office of the society during their tenure as treasurer.

### **8.1. General Responsibilities**

1. Assumes the responsibilities of the office at the meeting of the incoming Council at the annual meeting of the society.
2. Serves as a member of the Council and the Executive Committee of the Council.
3. Serves as a member of the Headquarters Operations Committee.
4. Serves as an ex officio member of the APS Press Editorial Board.
5. Chairs the Financial Advisory Committee (FAC).
6. Develop, in consultation with FAC, the financial strategic plan.
7. Prepares an annual report with help from headquarters' staff, orders an audited financial statement for the society, and submits these to the secretary for publication in the society annual report. The treasurer's report should include activities of the FAC if a separate FAC annual report is not prepared.
8. Serves as the Fiscal Officer of the society.
9. Serves as Treasurer of APS Foundation and attends all Foundation meetings.

### **8.2. Responsibilities as the Fiscal Officer**

The treasurer, with the approval of the Council, is the responsible officer in the management of the society's financial affairs. The executive vice president has the direct responsibility for the general accounting, record keeping, budgeting, payroll, and other direct management procedures of the headquarters, but the executive vice president is accountable to the treasurer in all matters regarding prescribed policies, practices, and procedures established by the Council in the

management of the financial affairs of the society.

In cooperation with the executive vice president and the headquarters staff, the treasurer:

1. Is responsible for the preparation of the annual budget for the society for consideration and approval by the Council during the annual meeting of the society.
2. Is responsible for periodic financial statements for the society, including the annual audited financial statement for presentation to the Council and society membership.
3. Makes a recommendation to the Council on all matters pertaining to the immediate and long-term financial planning for the efficient and prudent fiscal management of society affairs.
4. With assistance of the Investment Advisory Committee (IAC) the Financial Advisory Committee reviews and approves investment policy of the reserve funds of the society for approval by the Council.
5. With the assistance of staff, establishes charges for advertisements in all society publications.
6. With the assistance of staff, prepares the budget for the annual meeting of the society for approval by Council.
7. With the assistance of staff and the Director of the SPB, considers funding of ancillary workshops and programs.

## **9. Awards and Honors**

### **9.1. Awards and Honors Committee**

This committee selects recipients for all APS awards except the Distinguished Service Award according to criteria stated herein. The recommendations by the Awards and Honors Committee for the Award of Distinction must be presented to Council for approval at its midyear meeting.

#### **9.1.1 Committee Structure**

The seven-member committee shall consist of APS members who have received APS awards including at least five Fellows with a Fellow serving as committee chair.

- The committee shall nominate two new members each year for a three-year term.
- A chair and a vice-chair shall be selected by and from committee members, and the selected incoming chair and new members must be approved by Council.
- The chair shall serve a fourth year as immediate past chair.

The chair informs a designated member of APS headquarters staff of the current committee membership. The committee is authorized expenses to meet once between annual society meetings to finalize selections.

### **9.2. Awards Process and Requirements**

Fellows are eligible to be nominated for the awards of excellence in an area of accomplishment different from that on which the Fellow was based provided that the new accomplishment has occurred after recognition as Fellow. A period of 5 years should elapse between recognition as Fellow and nomination for an award of excellence. The nominator of a Fellow for an 'award of excellence' should specify how the contributions in the current nomination differ from those on which the Fellow nomination was based originally.

The committee shall invite nominations for the various awards from society members and from members of affiliated societies for non-member awards, when appropriate. The number of Fellow Awards is limited to 0.25% of the active membership each year. Using the same stringent guidelines, Fellows may be elected from among emeritus members in addition to the 0.25% quota.

In addition to new award nominations received during the current year, the committee shall reconsider award nominations received during the two preceding years except for the Hutchins and Hewitt Awards, which stand for only one year. Nominations may be revised and updated.

Headquarters staff is responsible for preparation of certificates, plaques, and checks for cash prizes (where appropriate) for all awards except the Syngenta Award.

### **9.3. APS Award Descriptions**

***Award of Distinction:*** This award, the highest honor the society can bestow, is presented on rare occasions to persons who have made truly exceptional contributions to plant pathology. Nominations for this award may be submitted by any member of the society. Nominees for the Award of Distinction need not be members of the society.

***Distinguished Service Award:*** This award honors APS members who have provided sustained outstanding leadership to the society, while also furthering the science of plant pathology. This award is only presented upon recommendation of

the APS Council.

**Fellow:** The society grants this honor to a current APS member in recognition of distinguished contributions to plant pathology or to The American Phytopathological Society. Anyone who has been a member of the society for at least three years immediately before nomination, except for retired persons who were members for the last three years before retirement, is eligible.

Fellow recognition is based on significant contributions in one or more of the following areas: original research, teaching, advancement of disease management, administration, professional and public service, and/or extension and outreach. It is important to clearly indicate in the nomination statement which of these major categories serve(s) as the basis for the nomination. Recipients of this honor receive a certificate and recognition granted to only a few society members.

**Ruth Allen Award:** This award honors individuals who have made an outstanding, innovative research contribution that has changed, or has the potential to change, the direction of research in any field of plant pathology. Nominees for this award need not be members of the society. Recipients of the Ruth Allen Award receive a certificate and a cash prize derived from a fund established by the heirs of Dr. Allen.

**William Boright Hewitt and Maybelle Ellen Ball Hewitt Award:** This award recognizes a scientist within 5 years of the Ph.D. who has made an outstanding, innovative contribution directed towards the control of plant disease. In order to be considered, the nominee must have received the Ph.D., or completed postdoctoral training, no more than five years prior to nomination and be an APS member. Contributions that include research or activities performed for a graduate degree will not be considered. Supporting information should include a detailed description of innovative research or extension programs. Nominations will stand for only one year. Recipients will receive a certificate and a cash prize derived from funds bequeathed to the society by the Hewitt estate.

**Lee M. Hutchins Award:** This is an award to the author or authors of published research on basic or applied aspects of diseases of perennial fruit plants (tree fruits, tree nuts, small fruits and grapes, including tropical fruits, but excluding vegetables). A nomination must be based principally or completely upon a paper or series of papers published in APS journals within 10 calendar years preceding the Annual Meeting. Earlier papers in APS journals should be cited in the nomination only if they were the foundation of subsequent work during the 10-year period, or if the work during the 10-year period involved a logical extension and application of earlier research. The nominated paper(s) may report research on any aspect of disease diagnosis, epidemiology, etiology, physiology, vector relations, control, or properties of the etiologic agent. The committee would be influenced by the significance of the research reported, how it provides a better understanding of fruit plant diseases and contributes ultimate value to the fruit industry. Nominations for the Lee M. Hutchins Award will stand for only one year. Nominees need not be members of the society. The award consists of a certificate and a cash prize from the Lee M. Hutchins Fund bequeathed to the society by Dr. Hutchins.

**Noel T. Keen Award:** This award recognizes APS members for research excellence in molecular plant pathology. Nominees will have made outstanding contributions and demonstrated sustained excellence and leadership in research that significantly advances the understanding of molecular aspects of host-pathogen interactions, plant pathogens or plant-associated microbes, or molecular biology of disease development or defense mechanisms. Recipients of the Noel T. Keen Award receive a certificate and a cash prize derived from a fund established through the APS Foundation.

**Excellence in Extension Award**—This award recognizes an APS member for excellence in extension plant pathology. Nominees will be individuals who have made outstanding contributions by creating, developing, or implementing extension-related programs or materials, or have provided significant leadership in an area of extension plant pathology. Supporting information could include descriptions of significant clientele educational programs; development of information transfer materials such as bulletins, fact sheets, books, newspaper and magazine articles, computer software and networks, video tapes, radio and television programs, and interactive video conferences; and evidence of leadership in local, regional, or national extension programs or professional organizations. Specific examples of the creativity and impact of the nominee's programs should be emphasized. Note of research, teaching, public policy, education, and other activities supportive of extension should be included in the nomination. Recipients receive a certificate.

**Excellence in Industry Award**—This award recognizes outstanding contributions to plant pathology by APS members whose primary employment involves work outside the university and federal realms either for profit or non-profit. Individuals eligible for the award would include plant pathology research and development specialists, private consultants, group managers and others. Supporting information could include general descriptions of new discoveries that have advanced the technological development of plant pathology, publications, patents, novel information delivery programs for clientele, unique clean-stock programs for industry, effective coordination of development programs for new chemicals and biocontrol agents, and demonstrated leadership of a non-profit organization with a focus toward plant pathology. Nominees must be an APS member employed primarily in nonacademic or non-government service. Recipients receive a certificate.

**Excellence in Teaching Award**—This award recognizes an APS member for excellence in teaching plant pathology. Preference is given to active teachers with responsibility for one or more courses in plant pathology. The major criterion is formal (classroom) teaching proficiency, as indicated by the development and effectiveness of courses taught. Note of research and other activities supportive of teaching should be included in the nomination. Other supporting material should include a brief description of courses taught and indicators, including students' opinions, of teaching effectiveness. Recipients receive a certificate and a cash prize made possible by the Lucy Hastings de Gutiérrez Fund established in the APS Foundation by Lucy's family and friends.

**“Friend of APS” Recognition Citation**—Council, Boards, Committees or other recognized groups within the society may recommend individuals or organizations to receive this citation which is an inscribed memento. The recommending body will provide a brief statement to APS Council (not to exceed 100 words) in support of the nomination and include the sponsorship from which the funds for this citation are to be paid. This award is approved by Council. They will act on each recommendation in a timely manner to ensure the recommending body may present the citation to the recipient in accordance with the accomplished activity. To assure that the significance and prestige of this citation is preserved; it is recommended that no more than 2-3 citations be presented during any calendar year.

**International Service Award**—This award recognizes outstanding contributions to plant pathology by APS members for countries other than their own. Contributions may have been made through collaborative projects, sabbaticals, short- and long-term assignments with educational or governmental agencies including, but not limited to, international centers and research institutes. Nominees should be individuals who have made outstanding contributions to plant pathology for a country beyond their home country. Supporting information could include descriptions of plant pathology programs that have been established, collaborative efforts with scientists in the host country, publications resulting from work done in the host country, and effective coordination of educational programs for universities or government agencies. This award carries with it a cash prize a portion of which to be designated to the international program of the recipient's choice. Funds for this prize are made possible from the JANE Fund (John and Ann Niederhauser Endowment).

**Syngenta Award**—This award is given by Syngenta Crop Protection to an APS member for an outstanding recent contribution to teaching, research, or extension in plant pathology. Priority for this award is given to members of APS who are in the first decade of a career in plant pathology. The award consists of a certificate and an expense-paid trip to Basel, Switzerland.

**APS Outstanding Volunteer Award**—The APS Outstanding Volunteer Award recognizes individuals for excellent service in furthering the mission of APS through their volunteer efforts. The intention is to recognize those volunteers in the general membership whose contribution is deemed invaluable. Current officers of APS are not eligible for this award. Senior editors and committee chairs are not eligible in their area of responsibility. The awardee must be a member of APS. Nominations come from any entity within APS or APS member and are submitted to the attention of the Intermediate Councilor-at-large. Activities should be recent (within the last 3-5 years) and can be ongoing. The nomination should indicate the specific volunteer activities and how the nominee excelled in the quality, timeliness, and/or scope of these activities. The nomination should be no more than one page with a due date of December 31 each year. Councilor's Forum is responsible for reviewing the nominations and selecting the awardee. At the discretion of Councilor's Forum, more than one recognition may be given annually. The recipient(s) receives a plaque. The APS Outstanding Volunteer awardee is recognized during the APS Annual Meeting by the APS President.

#### **9.4. APS-Sponsored Nominations**

In addition to awards given by APS, the committee solicits nominations of individuals to be sponsored by APS for awards given by other agencies. For such awards, the committee recommends nominees to the APS Council. When nominees are approved by the Council, the committee appoints a nominator who prepares the required documentation; the nominations are forwarded to the appropriate agency by the president of APS. These awards are as follows:

**National Medal of Science**—This medal is awarded annually by the President of the United States for outstanding contributions to knowledge in the biological, physical, mathematical, or engineering sciences. More than one individual may be nominated in a given year. All nominees are considered for a period of five years.

**Alexander von Humboldt Award**—This annual award includes a cash prize of \$10,000 for the most significant contribution to American agriculture made or recognized during the previous three years. Recipients are selected by a national committee. APS may sponsor more than one nominee.

**Alan T. Waterman Award**—Each year, the National Science Foundation recognizes the work of an outstanding research scientist (generally under age 40) in any field of science or engineering by awarding a medal and research grant, not to exceed \$50,000 per year, for three years of scientific research or advanced study.

## **10. Publications Board**

Supervises and coordinates, on behalf of Council, the publications activities of APS and facilitates the exchange of information among APS editors, the headquarters staff, Council, and members of the society.

### **10.1 Functions**

1. Promotes uniformity of editorial style and procedures for processing manuscripts for APS publications, and identifies necessary variations. Coordinates the content and revisions of instructions to authors for manuscript preparation.
2. Facilitates the exchange among editors of agendas and minutes of various editorial board meetings and other items of significance to APS publications.
3. Makes nominations to council for Editors-in-Chief for APS publications
4. Approves Senior Editor appointments for APS publications
5. Considers and arranges appropriate placement of manuscripts and other items to be published; e.g., symposia, abstracts, letters, reports, etc.
6. Considers and recommends to Council or headquarters staff policies regarding production matters, such as paper quality, processing of figures, adoption of new technology, and charges to authors, members, and libraries.
7. Assists the treasurer and headquarters staff in promoting cost efficiency of APS publication processes.

### **10.2 Membership**

The Board shall consist of the editors-in-chief of APS Press, *MPMI*, *Phytopathology*, *Phytopathology News*, *Plant Disease*, *Plant Health Progress*, *Plant Health Instructor*, and *Plant Disease Management Reports*, a member of the Office of Electronic Communication (the Director of OEC), the APS publications manager (ex officio) and up to one other person to be appointed by the president with approval of the Council. Council appoints the Chair of the Publications Board who shall be a former Editor-in-Chief but not currently serving in that capacity. The publications manager shall serve as the secretary of the Board.

### **10.3 Terms of service**

The publications chair shall serve a three-year, renewable, term to coincide with the annual meeting date. Editors shall serve terms coincident with their respective terms as Editor-in-Chief.

### **10.4 Mode of operation**

The Board shall meet immediately before Council meetings, and shall report to Council at its annual and midyear meetings.

## **11. Editor-in-Chief, APS Press**

Council approves the editor-in-chief for a three-year term, based on the recommendation of the Publications Board. They should have served previously as a senior editor of APS Press for at least one year and must be a current member of APS. Individuals shall not serve more than two terms consecutively. An editor-in-chief-elect may be appointed to serve concurrently with the editor-in-chief during the last year of office. If the Elect position comes from the current board, another senior editor may be appointed. The editor-in-chief may not simultaneously hold another office of the society during their tenure.

### **11.1. General Responsibilities**

1. Assumes office as editor-in-chief at the beginning of the next calendar year following appointment by Council.
2. Prepares and submits annual and midyear reports to the secretary of APS upon request.
3. Is the presiding officer of the APS Press Editorial Board.

### **11.2. Responsibilities as Editor-in-Chief**

1. Appoints to the editorial board, with the approval of the Publications Board one or more senior editors and acquisition editors for three-year terms concurrent with that of the editor-in-chief. Normally, three new senior editors are appointed each year. Senior editors must be current members of APS. Waiver of the APS membership requirement may be requested by submitting justification to the Publications Board at the time a nomination is submitted.
2. Establishes, in consultation with the editorial board and approval by Council, the general editorial and publication policies and procedures of APS Press.

3. With the executive vice president, and appropriate staff, establishes prices for APS Press publications in agreement with the goal of APS Press to produce a net surplus for APS.
4. Coordinates membership and reporting of APS Press committees. Appoints members to rotating terms, in response to nominations from the APS Press committees. Acknowledges services of retiring members. Incorporates annual reports of the committees in the APS Press annual report. Appoints a senior editor of APS Press to serve as the liaison between each committee and APS Press. Committee chairs and members must be current members of APS.
5. The executive vice president is the business manager and publisher of APS Press publications. A member of the headquarters staff serves as the APS publications manager. The editor-in-chief and the publications manager approve publication schedules. The treasurer is the responsible Fiscal Officer. The Council may delegate business control to the society's executive vice president as provided in Article III, Section 4 of the Constitution.

### **11.3. Committees of APS Press**

*Illustrations of Plant Pathogens and Diseases.* This committee develops superior illustrations of disease symptoms, life cycles, etc., for use in teaching and extension. The chair is on the APS Press Editorial Board.

*Phytopathological Classics.* This committee selects and recommends to APS Press for publication works in the literature considered to be classical contributions to the science and art of phytopathology. On approval for publication, the committee assists in arranging for one or more individuals to translate, edit, or otherwise prepare the manuscript for publication.

*Standardization of Common Names for Plant Diseases.* This committee develops a list of the most acceptable common names for each commodity and submits these lists for publication in *Phytopathology News* to elicit responses from readers. After revision, the lists are submitted for publication in *Plant Disease*. These names become the preferred list of common names to be used in society publications.

#### **11.3.1 Responsibilities of Committee Chairs**

1. Organize and chair committee meetings at the APS annual meeting.
2. Write an annual report summarizing and highlighting committee activities; this should be prepared immediately after each annual meeting and submitted directly to the APS Press liaison for incorporation into the annual report for APS Press. A midyear report summarizing committee activities since the annual meeting will be requested prior to the APS Council midyear meeting.

#### **11.3.2 Guidelines for Appointing New Members to APS Press Committees**

1. After each annual meeting, a list of nominees for new committee members or a slate of editors for new editorial boards should be submitted to the editor-in-chief of APS Press by the committee chair or by the Press liaison.

#### **11.3.3 Length of service for committee members and chairs**

Chairs are appointed by the APS Press Board for a 3-year term and may serve two terms consecutively. All committee members are appointed to 3-year terms, renewable at the discretion of the editor-in-chief.

## **12. Editor-in-Chief, Molecular Plant-Microbe Interactions**

Council approves the editor-in-chief for a three-year term, based on the recommendation the Publications Board. They must be a current member of APS or ISMPMI. Individuals shall not serve more than two terms consecutively. An editor-in-chief-elect may be appointed to serve concurrently with the editor-in-chief during the last year of office. If the Elect position comes from the current board, another senior editor may be appointed. The editor-in-chief may not simultaneously hold another office of the society during their tenure.

### **12.1. General Responsibilities**

1. Serves as a member of Council and the Publications Board.
2. Assumes office as editor-in-chief at the beginning of the next calendar year following appointment.
3. Prepares and submits annual and midyear reports to the secretary of APS upon request.
4. Is the presiding officer of the *MPMI* Editorial Board.

### **12.2. Responsibilities as editor-in-chief**

1. Appoints to the Editorial Board, with the approval of the Publications Board and, one or more senior editors and/or feature editors for three-year terms concurrent with that of the editor-in-chief. Senior editors must be current members of either APS or ISMPMI. Waiver of the APS membership requirement may be requested by submitting justification to the Publications Board at the time a nomination is submitted.

2. Selects associate editors as needed for three-year terms after consultation with the Publications Board. Approximately one-third of associate editors rotate off each year.
3. Establishes, in consultation with the Editorial Board, the general editorial and publications policies and procedures for *MPMI*. These policies are summarized in each issue of the Journal.
4. Consults with the Publications Board, treasurer, and appropriate staff on matters that pertain to the activities and publications of *MPMI*, with deference to Council.
5. The executive vice president is the business manager and publisher of *MPMI*. The editor-in-chief and the executive vice president establish publication schedules. The treasurer is the responsible fiscal officer.

### **13. Editor-in-Chief, *Phytopathology***

Council approves the editor-in-chief for a three-year term, based on the recommendation of the Publications Board. They must be a current member of APS. Individuals shall not serve more than two terms consecutively. An editor-in-chief-elect may be appointed to serve concurrently with the editor-in-chief during the last year of office. If the Elect position comes from the current board, another senior editor may be appointed. The editor-in-chief may not simultaneously hold another office of the society during their tenure.

#### **13.1. General Responsibilities**

1. Serves as a member of Council and the Publications Board.
2. Assumes office as editor-in-chief at the beginning of the next calendar year following appointment.
3. Prepares and submits annual and midyear reports to the secretary of APS upon request.
4. Is the presiding officer of the *Phytopathology* Editorial Board.

#### **13.2. Responsibilities as editor-in-chief**

1. Appoints to the Editorial Board, with the approval of the Publications Board, one or more senior editors and/or feature editors for three-year terms concurrent with that of the editor-in-chief. Senior editors must be current members of APS. Waiver of the APS membership requirement may be requested by submitting justification to the Publications Board at the time a nomination is submitted.
2. Selects associate editors as needed for three-year terms after consultation with the Publications Board. Approximately one-third of associate editors rotate off each year.
3. Establishes, in consultation with the Editorial Board, the general editorial and publications policies and procedures for *Phytopathology*. These policies are summarized in each issue of the Journal.
4. Consults with the Publication Board, treasurer, and appropriate staff on matters that pertain to the activities and publications of *Phytopathology*, with deference to Council.
5. The executive vice president is the business manager and publisher of *Phytopathology*. The editor-in-chief and the executive vice president establish publication schedules. The treasurer is the responsible fiscal officer.

### **14. Editor-in-Chief, *Plant Disease***

Council approves the editor-in-chief for a three-year term, based on the recommendation of the Publications Board. They must be a current member of APS. Individuals shall not serve more than two terms consecutively. An editor-in-chief-elect may be appointed to serve concurrently with the editor-in-chief during the last year of office. If the Elect position comes from the current board, another senior editor may be appointed. The editor-in-chief may not simultaneously hold another office of the society during their tenure.

#### **14.1. General Responsibilities**

1. Serves as a member of Council and the Publications Board.
2. Assumes office as editor-in-chief at the beginning of the next calendar year following appointment.
3. Prepares and submits annual and midyear reports to the secretary of APS upon request.
4. Is the presiding officer of the *Plant Disease* Editorial Board.

#### **14.2. Responsibilities as editor-in-chief**

1. Appoints to the Editorial Board, with the approval of the Publications Board, one or more senior editors and/or feature editors for three-year terms concurrent with that of the editor-in-chief. Senior editors must be current members

of APS. Waiver of the APS membership requirement may be requested by submitting justification to the Publications Board at the time a nomination is submitted.

2. Selects associate editors as needed for three-year terms after consultation with the Publications Board. Approximately one-third of associate editors rotate off each year.
3. Establishes, in consultation with the Editorial Board, the general editorial and publications policies and procedures for *Plant Disease*. These policies are summarized in each issue of the Journal.
4. Consults with the Publications Board, treasurer, and appropriate staff on matters that pertain to the activities and publications of *Plant Disease*, with deference to the Council.
5. The executive vice president is the business manager and publisher of *Plant Disease*. The editor-in-chief and the executive vice president establish publication schedules. The treasurer is the responsible fiscal officer.

## **15. Editor-in-Chief, Phytopathology News**

Council approves the editor-in-chief for a three-year term. They must be a current member of APS. Individuals shall not serve more than two terms consecutively. The editor-in-chief may not simultaneously hold another office of the society during their tenure.

### **15.1. General Responsibilities**

1. Serves as a member of Council and the Publications Board.
2. Assumes office as editor-in-chief at the beginning of the next calendar year following appointment.
3. Prepares and submits annual and midyear reports to the secretary of APS upon request.
4. Serves as chair of the *Phytopathology News* Advisory Committee.

### **15.2. Responsibilities as editor-in-chief**

1. Recommends three APS members each for a three-year term to the Publications board for approval. The balance of the *Phytopathology News* Advisory Committee consists of: the APS director of membership and communications and every third junior councilor-at-large.
2. Establishes, in consultation with the Publications Board and approval by Council, the general editorial and publications policies and procedures for *Phytopathology News*.
3. Consults with the Publications Board, treasurer, and appropriate staff on matters that pertain to the activities and publications of *Phytopathology News*, with deference to Council.
4. Works with APS Staff Editor to insure the timely publication of accurate and appropriate material in *Phytopathology News*.
5. The executive vice president is the business manager and publisher of *Phytopathology News*. The editor-in-chief and the executive vice president establish publication schedules. The treasurer is the responsible fiscal officer.

## **16. Editor-in-Chief, Plant Health Progress**

Council approves the editor-in-chief for a three-year term, based on the recommendation of the Publications Board. Individuals shall not serve more than two terms consecutively. The editor-in-chief may not simultaneously hold another office of the society during their tenure.

### **16.1. General Responsibilities**

1. Assumes office as editor-in-chief at the beginning of the next calendar year following appointment by Council.
2. Serves as a member of the Publication Board
3. Prepares an annual and midyear report and submits it to the secretary on request.
4. Is the presiding officer of the *Plant Health Progress* Editorial Board.

### **16.2. Responsibilities as Editor-in-Chief**

1. Appoints to the Editorial Board, with the approval of the Publications Board, one or more senior editors for three-year terms (calendar year), approximately one-third rotating off every year. ESA, in partnership with PMN, has authority to appoint entomology senior editors. This applies to other disciplines as needs dictate. Only senior editors serving in capacity of plant pathology need to be APS members. Waiver of the APS membership requirement may be requested

by submitting justification to the Publications Board at the time a nomination is submitted.

2. Selects associate editors as needed for three-year terms after consultation with the Publications Board. Approximately one-third of the associate editors rotate off each year.
3. Is responsible for the policies and procedures on the Editorial Board relative to the receipt, review, and acceptance of manuscripts.
4. Consults with the Publications Board, treasurer, and staff director of publications on matters that pertain to the publication of *Plant Health Progress*, with deference to Council.
5. The executive vice president is the business manager and publisher of *Plant Health Progress*. The editor-in-chief and the executive vice president establish publication schedules. The treasurer is the responsible fiscal officer.

## **17. Editor-in-Chief, The Plant Health Instructor and APSnet Education Center**

Council approves the editor-in-chief for a three-year term, based on the recommendation of the Publications Board. They must be a current member of APS. Individuals shall not serve more than two terms consecutively. An editor-in-chief-elect may be appointed to serve concurrently with the editor-in-chief during the last year of office. If the Elect position comes from the current board, another senior editor may be appointed. The editor-in-chief may not simultaneously hold another office of the society during their tenure.

### **17.1. General Responsibilities**

1. Serves as a member of the Publications Board.
2. Assumes office as editor-in-chief at the beginning of the next calendar year following appointment.
3. Serves as a member of the SPB
4. Prepares and submits annual and midyear reports to the secretary of APS upon request.
5. Is the presiding officer of the APSnet Education Center Editorial Board.

### **17.2. Responsibilities as editor-in-chief**

1. Appoints to the Editorial Board, based on the approval of the Publications Board, senior editors for three-year terms (calendar year). Approximately one-third of the senior editors will rotate off each year. Senior editors must be current members of APS. Waiver of the APS membership requirement may be requested by submitting justification to the Publications Board at the time a nomination is submitted.
2. Selects associate editors as needed for three-year terms after consultation with the Publications Board. Approximately one-third of associate editors rotate off each year.
3. Establishes, in consultation with the Editorial Board, the general editorial and publications policies and procedures for *The Plant Health Instructor* and other sections of the APSnet Education Center. These policies are summarized in the Instructions for Authors link at the website.
4. Consults with the Publications Board, treasurer, and appropriate staff on matters that pertain to the activities and publications of the APSnet Education Center, with deference to Council.
5. The executive vice president is the business manager and publisher of the APSnet Education Center. The editor-in-chief and the executive vice president establish publication schedules. The treasurer is the responsible fiscal officer.

## **18. Editor-in-Chief, Plant Disease Management Reports**

Council approves the editor-in-chief for a three-year term, based on the recommendation of the Publications Board. They must be a current member of APS. Individuals shall not serve more than two terms consecutively. An editor-in-chief-elect may be appointed to serve concurrently with the editor-in-chief during the last year of office. If the Elect position comes from the current board, another senior editor may be appointed. The editor-in-chief may not simultaneously hold another office of the society during their tenure.

### **18.1. General Responsibilities**

1. Serves as a member of the Publications Board.
2. Assumes office as editor-in-chief at the end of the annual meeting following appointment.
3. Prepares and submits annual and midyear reports to the secretary of APS upon request.
4. Is the presiding officer of the Plant Disease Management Reports Editorial Board.

## **18.2. Responsibilities as editor-in-chief**

1. Appoints to the Editorial Board, with the approval of the Publications Board, one or more section and/or assigning editors for three-year terms concurrent with that of the editor-in-chief.
2. Selects associate editors as needed for three-year terms after consultation with the Publications Board. Approximately one-third of associate editors rotate off each year.
3. Establishes, in consultation with the Editorial Board, the general editorial and publications policies and procedures for Plant Management Disease Reports. These policies are summarized in each issue of the Journal.
4. Consults with the Publications Board, treasurer, and appropriate staff on matters that pertain to the activities and publications of the Plant Management Disease Reports, with deference to Council.
5. The executive vice president is the business manager and publisher of Plant Disease Management Reports. The editor-in-chief and the executive vice president establish publication schedules. The treasurer is the responsible fiscal officer.

## **19. Councilors-at-Large**

Three councilors-at-large are elected by the members of the society, each to serve a three-year term on the Council. One councilor-at-large is elected each year so that the three-year terms do not run concurrently. The newly elected councilor-at-large assumes office at the meeting of the new Council at the annual meeting. The councilors are identified as senior, intermediate, and junior councilor-at-large, based on the numbers of years in office (Article IV of the Constitution). A councilor-at-large cannot simultaneously hold another office of the society during the term of office as councilor.

### **19.1. General Responsibilities**

1. All councilors-at-large serve as members of the Councilors' Forum.
2. The intermediate councilor-at-large chairs the Councilors' Forum and is responsible for chairing the discussion on nomination and selection of candidates for the elected offices of the society.
3. The senior councilor-at-large coordinates the appointment of members to general policy and subject matter committees.
4. The senior councilor-at-large is a member of the Annual Meeting Planning Committee, Scientific Programs Board, and Executive Committee.
5. The junior councilor-at-large chairs the discussion of membership.
6. Every third junior councilor-at-large serves as Council representatives to the *Phytopathology News* Advisory Committee.
7. Councilors-at-large will submit midyear and annual reports to headquarters as directed by the secretary.

## **20. Division Councilors**

A councilor is elected by each division of the society to serve as a member of the Council for three years and takes office at the meeting of the incoming Council at the annual meeting following their election. One councilor is elected from each of two divisions each year so that the six three-year terms do not run concurrently. Division councilors shall be elected on the following schedule and each three years thereafter (Article IV, Section 5 of the Constitution).

Potomac and Southern Divisions; 2004, 2007, 2010

Caribbean and North Central Division: 2005, 2008, 2011

Northeastern and Pacific Divisions; 2006, 2009, 2012

### **20.1. General Responsibilities**

1. Participates at the annual and midyear meetings of Council.
2. Serves as a member of the Councilors' Forum.
3. Represents their division in Councilors' Forum and Council deliberations and conveys division concerns, requests and decisions.
4. Serves as liaison between Council and the officers and members of the respective division. In this capacity, informs division officers of Council actions of interest and concern, reports to the division membership at annual meetings of the division and by newsletter on Council actions and society affairs.
5. Co-chairs (two senior division councilors) a discussion of member services during the Councilors' Forum.

6. On a rotating basis, chairs meeting of division officers at annual meeting. Coordinates agenda with input from the division officers and staff.
7. Serves as liaison to the Graduate Student Committee. Annually solicits nominations to this committee from their division and sends them to senior councilor-at-large before 1 January.
8. Division councilors will serve as selection committee for the Melhus student speakers; annual competition is to be chaired by divisions in rotation. 2007 – Pacific, 2008 – Potomac, 2009 – Southern, 2010 – Caribbean, 2005 – North Central, 2006 – Northeastern. The chair is to provide headquarters with information necessary to produce a brochure for the annual meeting. The out-going chair of the committee will submit an article on the Melhus Symposium to *Phytopathology News* following the annual meeting.
9. Division councilors will submit midyear and annual reports to headquarters as directed by the councilor's forum.

## **21. Councilors' Forum**

The Councilors' Forum is composed of the three councilors-at-large and the six division councilors. The intermediate councilor-at-large is chair. The purpose of the Forum is to discuss and resolve division issues and concerns, analyze membership trends and coordinate with headquarters staff on membership drives, analyze and promote member services, review future meeting sites and dates and make recommendations to Council, and provide a list of candidates to stand for election to office.

### **21.1. General Responsibilities**

1. **Nominations.** Candidates for the elected offices of the society are selected as prescribed in Article IV, Section 1 of the Constitution. The intermediate councilor-at-large is responsible for complying with the provisions of the Constitution for selecting candidates and for meeting the time deadlines.
  - a. The intermediate councilor-at-large works with headquarters staff on the distribution of ballots to the membership for nomination of candidates for vice president and councilor-at-large. The schedule for distribution of nomination ballots shall occur at a time to allow nominations to be received one week prior to the midyear Council meeting.
  - b. Headquarters staff counts and certifies nominations for each office and provides this information to the intermediate councilor-at-large.
  - c. The candidate receiving the most nominations for vice president and the one receiving the most nominations for councilor-at-large are automatically nominated. In case of a tie, the Councilors' Forum breaks the tie. The Councilors' Forum selects other candidates. Each candidate is contacted by the intermediate councilor-at-large to ascertain their willingness to stand for election.
  - d. Names of the consenting nominees are communicated to Council and to headquarters staff. Headquarters staff prepares and distributes the election ballots to APS members. Deadline for ballot return is scheduled with enough lead-time so results of the election can be published on the front page of *Phytopathology News* prior to the annual meeting. The intermediate councilor-at-large contacts nominees for photographs, biographical data, and a statement.
  - e. The intermediate councilor-at-large receives the election results from headquarters and conveys the election results to the president and both winning and losing candidates by phone and a follow-up letter, and reports the election results to Council.
2. **Meeting Site Selection.** The intermediate councilor-at-large is responsible for chairing this discussion. A schedule of dates and locations for annual meetings of the society are developed and recommended to Council for consideration. The director of meetings from headquarters serves as an ex officio member during the discussion of meeting sites and, upon approval of the meeting site by Council, confirms housing and other accommodations. Tours and special activities are arranged in consultation with members of the Local Arrangements Committee. A five-year schedule of meeting sites shall be maintained.
3. **Member Services.** The two senior division councilors chair the discussion. Current programs and services shall be evaluated and possible new services instigated to insure that the program, committees and activities of APS reflect the ever-changing needs of our society. Recommendations on changing or creating new services are recommended to Council.
4. **Membership.** The responsibility for membership activities lies with the junior councilor-at-large. Recruitment of new members, including student members, is organized and coordinated in cooperation with headquarters staff. Both an oral and written report on membership are made once a year at the midyear Council meeting. Number of members is based on data as of 31 December each year.
5. **Committee on Committees.** The Committee on Committees is composed of the three councilors-at-large and a

designated APS staff member who serves as an ex officio member. The committee oversees the activities of the APS subject matter and general policy committees. The senior councilor-at-large serves as chair of the committee. Specific duties of the senior councilor-at-large in this capacity are:

- a. Oversees the process for appointing members to APS subject matter and general policy committees. Committee appointments are made by each current committee chair according to policies stated in APS Manual of Operations (see “Appointment of Members to APS General Policy and Subject Matter Committees”). The senior councilor-at-large performs duties as specified in the same section of the Manual of Operations.
- b. Is responsible for an annual review and updating of the charge of each subject matter and general policy committee.
- c. Is responsible for approval of name changes for all subject matter and general policy committees
- d. Determines the time of annual committee meetings on a rotational basis and sends this schedule to the Executive Committee and to headquarters.
- e. Coordinates and chairs the orientation meeting for all current and incoming chairs of General Policy and Subject Matter Committees and informing them of the time and place at the annual meeting.
- f. Evaluates committees for termination
- g. Coordinates the portion of APSnet describing committees and their activities.

## **22. APS Foundation**

### **22.1. Organizational Structure**

To carry out its responsibilities, the Foundation Board shall be comprised of the following:

- A chair
- 7 board members
- The APS Treasurer
- The APS Executive Director (ex officio, nonvoting)
- A representative of the Graduate Student committee (ex officio, nonvoting)

The chair is elected by the board for a term of two-years and may serve no more than two consecutive terms. The chair of the Foundation serves as an ex officio (nonvoting) member of APS Council. Four members are selected by APS Council and three by the Foundation Board. Appointments are for three-year terms and are staggered so that two or three members rotate off annually at the annual meeting. Members may be appointed for no more than two consecutive terms followed by at least one year off the Board. At least one Board member shall be from industry.

### **22.2. Officers of the Board**

The officers of the Foundation are the Chair, Vice-Chair, Secretary, and Treasurer. The officers, except the treasurer, are elected from the voting members of the Board for a two year term and may be re-elected to a second consecutive two year term. The APS Treasurer serves as the APS Foundation Treasurer. The duties of the officers are those customarily pertaining to these offices unless otherwise defined by the Board of the Foundation in their Bylaws

### **22.3. General Responsibilities of the Board**

The Board is responsible for the solicitation, investment, and distribution of the Foundation funds. These funds are maintained separately from the normal operating budget of the society. The Board will function to:

1. Identify sources of funds.
2. Design a broad program for giving in keeping with potential donors, funding sources, and the objectives of the Foundation.
3. Oversee investment of gift, bequest, and endowment funds.
4. Identify and describe appropriate special projects for the use of gift, bequest, and endowment funds.
5. Allocate Foundation funds for approved projects.
6. Prepare reports on contributions to, and on the use of Foundation funds.
7. Submit annual and midyear reports to the APS Council as requested

## **23. Representatives**

The appointment of representatives of the society to other scientific societies, councils, governmental agencies, and other organizations by the Council is authorized in the Bylaws of the Constitution. The term of office and other limitations of the appointments are sometimes determined by the organization extending the invitation for representation. Normally, appointees are not current members of Council. Council will review at no less than five-year intervals the need for official APS representation to the groups named below or other appropriate organizations.

The Financial Advisory Committee will annually recommend to Council a budget covering expenses of APS

representatives to attend meetings of other societies. A representative should not use society stationery to express a point of view or report an action unless authorized to do so by Council.

### **23.1. General Responsibilities**

1. Council, through the president and secretary, will specifically review with each new appointee the responsibilities (and the limits of the responsibilities) of the appointee. The appointee cannot commit APS to financial outlays or to specific actions without prior approval of Council.
2. Attend all appropriate meetings and represent APS and the profession in matters pertaining to policy decisions and other actions.
3. Representatives will promptly inform the APS secretary and/or president of actions germane to APS that are taken by the society to which they are representatives.
4. Prepare an annual report and submit it to the secretary when requested.
5. At least annually, at the midyear meeting of APS, Council is to determine what specific directives, if any, are to be given to the several representatives that they should carry out the following year.

Representatives are currently authorized to the following organizations:

**American Association for the Advancement of Science**-- one representative. AAAS was established to further the work of scientists, to facilitate cooperation among them, to improve the effectiveness of science in the promotion of human welfare, and to increase public understanding and appreciation of the importance and promise of the methods of science in human progress. AAAS is organized into sections, and APS names one representative to Section O--Agriculture. The OPRO director serves as a public information officer for the society to AAAS.

**American Institute of Biological Sciences**--one representative on the Governing Board. AIBS is a nonprofit organization for the advancement of the biological, medical, and agricultural sciences and their applications to human welfare and for the encouragement of research in the biological sciences. The Governing Board of AIBS is composed of one representative from each adherent society and elected officer. The current vice president will serve as the APS representative.

**American Type Culture Collection**--one representative on the board of directors. ATCC is the official permanent collection of microorganisms, viruses, cell lines, and DNA clones. APS liaison is maintained with ATCC through a representative appointed by Council for a three-year term and approved by ATCC board.

**Coalition for Funding Agricultural Research Missions**--one representative who interacts with the president and Public Policy Board. CoFARM, a coalition of agricultural science societies, was formed to interact with and provide information to Federal agencies in support of agricultural research. Council appoints the representative.

**Council of Scientific Society Presidents**--representatives are the four persons in the presidential sequence of offices. CSSP promotes the public understanding of science, and interacts with government agencies and public organizations.

**Council for Agricultural Science and Technology**--one representative; appointed by Council for a three-year term. CAST is a nonprofit organization of scientific, agricultural, and agriculture-related societies, individual members, and supporting and sustaining members from industries and foundations. CAST's objective is to provide objective information on agricultural sciences and technology to the mass communications media, the government, and directly to the public, including schools.

**International Society for Molecular Plant-Microbe Interactions**--affiliation is through joint ownership of the journal *Molecular Plant-Microbe Interactions*.

**International Society of Arboriculture**--one representative appointed by Council for a three-year term. ISA supports and promotes research and education on tree diseases and their control.

**International Society for Plant Pathology**--representation based on APS membership. ISPP was established to promote the development of plant pathology by initiating and sustaining international cooperation. One representative for each 500 APS members currently represents APS on ISPP Council. The Council appoints councilors representing APS to ISPP for a term covering the interval between two meetings (normally 10 years) with half rotating off at each meeting (normally every 5 years).

**International Union of Microbiological Societies, U.S. National Committee**-- IUMS is a nongovernmental, nonprofit organization established to promote the study of biological sciences, and initiate and coordinate scientific activities that require international cooperation including international conferences. Membership consists of national members (research councils) and scientific members (disciplines such as plant pathology). Council appoints one representative for a three-year term to the IUMS International Committee on Taxonomy of Viruses.

**Mycological Society of America**--one representative serves as liaison between the MSA Phytopathology Committee and the APS Mycology Committee. Appointed by the APS Mycology Committee.

**National Council for Science and the Environment**--A committee for the National Council for Science and the Environment continues to pursue the formal establishment of a National Institute for the Environment (NIE). Congressional approval is needed for formal establishment of the NIE. Plans for the creation of such an organization were initiated in 1989. The NIE would presumably function similar to the National Institute of Health (NIH) and be a central bridging organization on environmental issues. The mission of the NIE is to improve the scientific basis for making decisions on environmental issues. The functions of the NIE would include research, assessment, assimilation of information, and education. Appointed by the APS President; approved by Council.

**Society of Environmental Toxicology and Chemistry**--one representative serves as liaison between APS Council and the SETAC Board of Directors. SETAC is a professional society established in 1979 to promote the use of multidisciplinary approaches to examine the impacts of chemicals and technology on the environment. Society membership worldwide is comprised of more than 5,000 professionals in the fields of chemistry, toxicology, biology, ecology, atmospheric sciences, health sciences, and environmental engineering. Appointed by the APS President; approved by Council.

**Society of Nematologists**--one representative serves as a liaison between the SON and APS; appointed by Council.

## **24. Scientific Programs Board**

### **24.1 Mission**

The mission of the Scientific Programs Board is to coordinate the planning of scientific programs offered by APS, including meetings, short courses and workshops from APS Committees, the APSnet Education Center, and other APS entities, and to plan and coordinate the technical sessions of the Annual Meeting.

### **24.2. General Responsibilities**

1. Pro-actively consider and propose innovative scientific programs (meetings, sessions, workshops, etc) to (a) support and promote the achievement of APS's strategic goals; (b) provide members with the most current and accurate information on topics of timely importance; and (c) meet the needs of APS members while appealing to new audiences.
2. Explore new meeting- and course-related opportunities for continuing education, professional development, outreach, and collaboration within APS.
3. In the case of meetings held jointly with other professional scientific societies, collaborate in the development of common objectives and joint activities.
4. Coordinate with APS Committees in the development of their meeting-associated sessions, and provide assistance in the development of new venues/platforms for those programs. APS staff associated with the short course program should be utilized as a valuable resource for APS Committees as they plan workshops.
5. APS Committees, which typically have as their members or associates the most knowledgeable scientists in the subject area, should be utilized as an important resource to APS staff in identifying and planning workshops or short courses.
6. Enhance continuity and coordination with meeting and course-related activities (whether traditional or electronic) of the APSnet Education Center.
7. Handle requests from individuals and groups fairly and equitably through the proposal process.
8. Help coordinate the meeting- and course-related activities and objectives of various branches of APS governance.

### **24.3 Organizational Structure**

To carry out its responsibilities, the SPB shall be comprised of the following:

- Director
- Immediate past director, for one year term immediately following director term (ex officio, non voting)
- APS President-Elect
- APS Vice-President
- APS Senior Councilor-at-Large
- Six section chairs representative of the following areas: *Biology of Plant Pathogens, Diseases of Plants, Epidemiology/Ecology/Environmental Biology, Molecular/Cellular Plant-Microbe Interactions, Plant Disease Management, Professionalism/ Outreach /Service*

- Editor-in-Chief, APSnet Education Center
- Chair, Short Courses and Workshops Planning
- APS staff representation from: meetings, continuing education, and media development.

The Director shall be an APS member who has experience and interest in scientific programs, including short courses and workshops, meeting planning, and education. The Director is appointed by Council for a three-year term and may serve two terms consecutively. Section Chairs and the Chair of Short Courses and Workshops Planning Committee **must be APS members**, are appointed for three-year terms, and may serve two terms consecutively. The members of the SPB, including the current and outgoing Section Chairs and Chair, Short Courses and Workshops Planning Committee, will name and rank nominees to fill these positions. Selection requires approval by Council.

#### **24.4 General Responsibilities of the Director**

1. Facilitate communication and coordination among the three functional branches of the Scientific Programs Board (Annual Meeting Committees, Short Courses and Workshops Planning Committee, and APSnet Education Center) and APS staff.
2. Consider issues and recommend policies related to identification, planning, coordination, implementation and financial aspects of meetings, workshops and short courses.
3. Develop ideas for supporting and promoting APS' key strategic goals through scientific programming.
4. Inform APS Council of board activities.
5. Coordinate with APS Press regarding publication issues, including the "first right of refusal" policy for Annual Meeting symposia.
6. Coordinate the appointment of the Section Chairs.
7. Coordinate planning of the I.E. Melhus Graduate Student Symposium in cooperation with division councilors.

#### **24.5 Branches of SPB**

To carry out its mission and responsibilities SPB maintains various governing branches including the Annual Meeting Planning Committee, the Short Courses and Workshops Planning, and APSnet Education Center, and may form committees as needs dictate.

##### **24.5.1 Annual Meeting Planning Committee**

The Annual Meeting Planning Committee is composed of the president-elect as program chair, vice president as vice chair, SPB Director, senior councilor-at-large, six section chairs, the APS Director of Meetings as *Ex officio* and has input from the chairs and vice chairs of the subject matter and general policy committees. This committee will assure optimum balance between subjects in the program and equitable distribution of financial support for the program as it develops the format and schedule of events for the annual meeting. Normally, Council approves funding. These funds can be used for publication of the symposia in APS publications and for travel of non-APS members invited as speakers. A budget is to be developed for each approved symposium and the session organizer for each symposium is responsible for review, approval, and reporting to appropriate staff of symposium expenditures (see Policies: APS Symposium Funding).

Headquarters staff provides assistance to the Annual Meeting Planning Committee and its chair as follows:

- Receives, acknowledges, and prepares book of abstracts, and processes payments and invoices as necessary.
- Prepares a draft program of the technical and poster sessions for critique, amendment, and approval by the annual meeting planning committee chair.
- Prepares the registration brochure and final meeting program.
- Handles physical arrangements with hotels and convention centers.

##### **24.5.2 Short Courses and Workshop Planning**

The mission is to review and approve proposals for short courses and workshops and assist in their development.

##### **General responsibilities:**

- Develop and implement a proposal application process.
- Review and approve proposals for short courses and workshops from APS committees and other sources.
- Develop and/or assist APS groups in the development of short courses and workshops.

## **25. Office of Public Relations and Outreach**

### **25.1.Mission Statement**

The mission of OPRO is to:

- Educate the public and APS members on matters related to plant health, plant diseases, and associated microorganisms
- Increase media coverage of plant health issues in order to demonstrate the value of plant pathology to society
- Assist Public Policy Board in strengthening advocacy for science-based public policy

- Promote interactions with other scientific and professional organizations

### **25.2.General Responsibilities**

OPRO is charged by Council with primary leadership for the society's public outreach and media relations programs and is empowered to dispense funds allocated by Council for outreach programs as well as to utilize staff time for execution of these programs. It is recognized that much responsibility for public outreach resides with individual APS members, Council, and various APS committees, boards, offices, and divisions. It is the responsibility of OPRO to coordinate, enable, and nurture public outreach from various sectors of the society. OPRO will provide a forum for discussion of outreach opportunities and initiatives and a mechanism for funding special projects. OPRO will choose the highest priority audiences for outreach efforts, and periodically, will reassess these priorities.

### **25.3.Organizational Structure**

To carry out its responsibilities, the OPRO Board is comprised of the following:

- A director
- Immediate past director, for one year term immediately following director term (ex officio, non voting)
- 6-8 board members representative of the society with interest in: extension; research, teaching ;industry, government, and international programs.
- The Public Policy Board chair (ex officio, voting)
- The immediate past president (ex officio, voting)
- The APSnet feature editor (ex officio, voting)
- OPRO staff liaison(s)

The director and each regular Board member are appointed by Council to serve three-year terms. Board members can serve no more than two consecutive terms. The OPRO director will convey to Council nominees for Board members based on input from the current Board and from various outreach constituencies in the society.

### **25.4.General Responsibilities of the Director**

The director will lead the OPRO board and staff in establishing priorities and individual assignments for follow-through. The director will serve as the primary societal contact for all issues relating to communication with the public. The director will represent OPRO to the society's leadership and work with the leadership to assure that OPRO shares information with the public that is consistent with the society's interests. Prior to issuance, the director will review all press releases and similar public pronouncements for relevance, consistency of message, accuracy, appropriate crediting, avoidance of liability, and compliance with society policies and then forward for approval by the APS president. Prepares and submits an annual and midyear report to the secretary of APS upon request. Coordinates and submits reports from OPRO committees as well. During the Director's second year of their final term the OPRO board will nominate potential candidates at midyear for the director position to bring to Council. Council appoints the new director. Upon appointment, the incoming director is requested to attend the OPRO mid-year meeting that precedes their term as director. Serve as ex-officio member of the Public Policy Board.

### **25.5.General Responsibilities of Board Members**

The OPRO board will meet twice annually (once at the APS annual meeting) to make programmatic and financial decisions. However, planning, decision-making, and program execution occur on a daily, year-round basis. Board members are expected to participate actively in regular board discussions via E-mail and to respond in a timely manner to requests for information/opinion by the OPRO director and staff. Rapid feedback is often necessary in response to media inquiries and public policy questions. Board members are responsible for maintaining regular liaison between OPRO and specific societal constituencies (either ex officio or as assigned by the director). Board members will also become broadly familiar with public affairs and education issues of the society and will be proactive in bringing issues to the board's attention and in pursuing opportunities to increase the visibility of APS. Board members will ensure OPRO is developing timely messages to inform the public and society members on contemporary issues of plant health, plant diseases, and associated microorganisms, and will help society members become more effective in their interactions with the public. Board members are charged with maintaining the highest professional standards of scientific objectivity, dispassion, and ethical conduct. Board members may be called upon to serve as authors and reviewers of outreach publications and products, and to assist other groups in APS with their outreach projects.

### **25.6 Committees of OPRO**

To carry out its mission and responsibilities OPRO may form committees as needs dictate.

## **26. Office of International Programs**

### **26.1.Mission Statement**

The mission of OIP is to:

- provide continuity and coordination of APS international activities;
- promote collaboration among plant pathologists and other scientists of all nationalities; and
- facilitate teaching, research, and extension with the aim of increasing agricultural production through improved plant health, especially in developing countries.

### **26.2. General Responsibilities**

OIP is charged by Council with primary leadership for the society's international programs and is empowered to dispense funds allocated by Council for international programs as well as to utilize staff time for execution of these programs. It is the responsibility of OIP to coordinate, enable, and nurture international programs from various sectors of the society.

### **26.3. Organizational Structure**

To carry out its responsibilities, the OIP Advisory Board shall be comprised of the following:

- A director
- Immediate past director, for one year term immediately following director term (ex officio, non voting)
- 6-8 board members
  - Chairs of OIP Standing Committees
  - 2-4 additional members
- APS Foundation Board member (*ex officio*, non voting)
- APS Staff Member (*ex officio*, non voting)

Council appoints the director. Council also appoints the Advisory Board members after recommendation by the director to Council. Appointments are for three-year terms, staggered so that no more than one-third are replaced or reappointed each year. Advisory Board members may serve no more than two consecutive terms. All Advisory Board members must be members of APS.

### **26.4. General Responsibilities of the Director**

The director, appointed by the Council for a three-year term, is responsible for the activities of the OIP. The director reports to Council twice each year and at other times when major changes are made, makes financial requests to Council and prepares a report of activities for inclusion in the annual report. The director serves as liaison with the Foundation in selection of awardees of the International Travel Fund. The director also serves as chair of the JANE Fund Technical Committee with 2 other members suggested by OIP and approved by the APS Foundation for a two-year term. This committee is responsible for soliciting grants for and evaluating proposals for awards from the JANE Endowment. The director ensures announcements for both of these awards are included in *Phytopathology News* issue at least three months prior to the application deadlines.

### **26.5 General Responsibilities of the Advisory Board**

The Advisory Board is responsible for advice and oversight on OIP activities and policies, and helps establish OIP committees and committee chairs. Board members will be proactive in bringing issues to the board's attention and in pursuing opportunities to increase the visibility of APS internationally. The OIP board will meet once at the APS annual meeting to make programmatic and financial decisions. However, planning, decision-making, and program execution occur on a daily, year-round basis. Board members are expected to participate actively in regular board discussions via E-mail, and to respond in a timely manner to requests for information/opinion by the OIP director and staff.

### **26.6. General Responsibilities of the Committees of OIP**

OIP may form committees and action groups as necessary. Committee chairs will be Advisory Board members. Additional committee members may be added at the discretion of the committee membership and with the approval of the director. Committee members will not vote on OIP Advisory Board issues, but are encouraged to attend and participate in all OIP activities. All committee members must be members of APS. The OIP committees will meet once at the APS annual meeting to make programmatic and financial decisions. However, planning, decision-making, and program execution occur on a daily, year-round basis. Committee members are expected to participate actively in regular committee discussions via E-mail, and to respond in a timely manner to requests for information/opinion by the Committee Chair, OIP director and staff.

*Education Committee:* Promotes international communication, educational opportunities, teaching aids, training courses, workshops, and seminars in plant health, scholarly exchanges, to develop and update lists of scientists and organizations interested in service to developing countries, to determine the relevancy of graduate experience for LDC students, and to supplement APS placement activities with career opportunities in developing countries.

*Research Committee:* Fosters international networks that promote collaboration in plant pathology research among all nations. These research linkages may include the exchange of information and materials, the facilitation of travel, and other activities consistent with OIP objectives.

*Service Committee*: Facilitates service activities in plant health technology transfer among nations. These efforts may include the exchange of information and materials, the assistance of libraries, the promotion of travel, the sponsorship of foreign APS memberships, and other service activities consistent with OIP objectives.

## **27. Office of Electronic Communications**

### **27.1. Mission Statement**

The OEC shall work closely with the society's governing bodies, editorial boards, committees and headquarters staff to develop effective and fiscally sound electronic solutions to APS member's and society needs for collegial interaction, information access, publication, education, and outreach. OEC will preview new electronic technologies and determine their usefulness to the strategic plan of APS.

### **27.2. General Responsibilities**

The OEC shall be responsible for investigating issues and establishing policies relating to APS involvement in electronic communications. Responsibilities shall include (but are not limited to): copyright, licensing, and related legal issues; *APSnet* content and rights of access; and *APSnet* publication policies and procedures. The OEC also shall be responsible for evaluation and continued development of *APSnet* as a viable communication and publication outlet for the society. This will entail technological development (hardware and software), content acquisition, establishment of subscription rates, and fiscal and editorial accountability.

To carry out its mission, OEC shall develop mechanisms to foster interaction with key groups and segments within APS (e.g., council, OPRO, PPB, Scientific Programs Board, *Phytopathology News*, APS Press, the journal editors, *APSnet* Education Center, standing committees, and divisional officers). OEC will work with these groups to define communication and publication needs, to respond to requests, to stimulate initiatives, to enable development, and generally to provide leadership in electronic communications efforts. OEC also will be responsible for serving as a point of contact for internal (e.g., society leadership and members) and external (e.g., publishers, libraries) queries relating to electronic communication technologies. Finally, OEC will be responsible for identifying costs associated with electronic communications technologies and initiatives.

### **27.3 Organizational Structure**

To carry out its responsibilities, the OEC Board shall be comprised of the following:

- A director
- Immediate past director, for one year term immediately following director term (ex officio, non voting)
- 6-10 board members
- The *APSnet* feature editor
- A representative of the APS Press editorial board (ex officio, voting)
- A representative of the Scientific Programs Board (ex officio, voting)
- The director of Internet publishing (ex officio, nonvoting)

To assure effective lines of communication between key groups and to facilitate joint ventures, the director of OEC shall serve simultaneously on the Publications Board, one member of OEC shall serve simultaneously on APS Press editorial board and the *APSnet* feature editor should serve simultaneously on OPRO.

The director and each regular board member will be appointed by council to serve three-year terms. Members may serve no more than two consecutive terms. In making appointments, council should adopt the philosophy that detailed knowledge of computers is a secondary attribute. Primary attributes include enthusiasm for communications technologies, and experience within APS in areas such as publications, teaching, outreach, or policy formulation. Collectively, the board should possess significant experience, perspective, and credibility. Additionally, the board should reflect a broad cross section of the membership (e.g., academic, extension, industry, government, international, students) and thereby effectively represent the communication needs of the society.

### **27.4. General Responsibilities of the Director**

The director will represent OEC to the society's leadership and shall work with the leadership to assure that OEC addresses the communication needs of the members and all administrative groups. The director shall serve as the primary contact for all issues relating to electronic communications within APS. The director will hold ex officio, voting status on the Publications Board to assure effective planning and coordination. The director shall lead the OEC Board in establishing priorities and individual assignments for follow through. The director may appoint or disband committees as needed to facilitate execution of OEC responsibilities. The OEC director prepares and submits an annual and midyear report to the secretary of APS and coordinates and submits reports from OEC committees as well.

### **27.5. General Responsibilities of the Board Members**

The board members will participate in the research of and discussions surrounding various communications issues, and in the subsequent establishment of policies or guidelines. Board members will be responsible for following through on various project assignments and keeping the board apprised of progress or difficulties. Board members will be expected to participate in various experiments with new communications technologies, and assess their suitability for APS. Above all, board members are expected to identify communications needs, and to lead in the development of sound solutions.

### **27.6. Financial Considerations**

APSnet represents a significant expense to the society in terms of hardware, software, and staff time. While OEC is charged with the development of APSnet and fiscal accountability, OEC is not an income-generating program of the society. Hence, OEC will work closely with FAC to develop an acceptable financial model for distributing overhead costs among programs, which utilize and benefit from APSnet, and for developing realistic budgets and expense-recovery (i.e., subscription) goals

### **27.7. Committees of OEC**

To help OEC carry out its mission and responsibilities, ad hoc committees are viewed as essential support resources and OEC may form such committees as needs dictate.

## **28. The Public Policy Board**

### **28.1. Description**

The Public Policy Board (PPB), authorized by Council in 1991, provides scientific input to public policy-making processes. It provides advice directly or through the APS president, to different societies, organizations and persons drafting legislative bills. The Board provides drafts of APS comments to APS officers to evaluate and transmit to agencies on issues such as proposed rules and regulations of transgenic plants, safer or alternative pesticides, research funding and administration thereof; and develops position papers in policy areas of relevance to plant pathology. The Board arranges meetings with government agency personnel to become better acquainted with the personalities behind the issues and provide feedback to APS officers.

### **28.2. Organizational Structure**

To carry out its responsibilities, the PPB is comprised of the following:

- A chair
- Up to 10 board members
  - 3 members being the APS President, President-Elect, and Vice President
- 4 ex-officio members
  - Director of OPRO; ex-officio voting
  - Executive vice president of APS, Washington representation, and an APS staff member; ex-officio non-voting

APS Council appoints eight members, including the chair, by recommendation of the Board and the society at-large. They will serve three year staggered terms and may serve two terms consecutively. The chair is appointed for a two-year term and may serve two terms consecutively. If necessary a secretary may be appointed.

### **28.3. General Responsibilities**

The PPB serves as a liaison with the APS Foundation in selecting recipients of funds from the Public Forum Travel Fund administered by the Foundation. The PPB will provide reports to Council at the midyear and annual meeting and at other times as appropriate.

## **29. Office of Industry Relations (OIR)**

### **29.1 Mission Statement**

The mission of OIR is to:

- Develop visionary dialog for long-term health of APS and Industry interactions.
- Optimize interactions between APS and its Membership on matters pertaining to the diverse industries related to plant disease management
- Strengthen advocacy for science-based public policy

### **29.2 General Responsibilities**

OIR is charged with optimizing interactions between APS and the diverse industries related to plant disease management. OIR will assist APS with regular review of the Sustaining Associates program, so as to optimize the benefits for both APS and the Sustaining Associates members. OIR shall provide interaction with OPRO, OIP, Public Policy Board and Foundation for issues where dialog among these Offices will benefit each other or APS. OIR shall provide a forum for

discussion of Issues that impact commercial management of plant diseases.

### **29.3 Organizational Structure**

To carry out its responsibilities, the OIR shall be comprised of the following:

- A Director
- Immediate past director, for one year term immediately following director term (ex officio, non voting)
- A Recording Director
- 7 to 12 persons representing the diverse plant management industries within APS Membership
- The Sustaining Associates Committee Chair
- The Industry Committee Chair
- A member of the North American Fungicide Resistance Action Committee (*ex-officio*)
- OIP Industry Representative (*ex officio*)

The Director and each OIR Board member shall serve three-year terms. Members can serve no more than two consecutive terms. The OIR Director shall convey to Council nominees for membership to the OIR Board based on input from the current Board or from various constituencies within APS. The terms for OIR Board members should be staggered.

### **29.4 General Responsibilities of the Director**

The Director shall lead the OIR board and APS Headquarters staff with establishment of priority issues of mutual benefit or concern for APS and the diverse Industries associated with managing plant diseases. The Director shall serve as the primary contact for APS on issues relating to communications. The Director prepares and submits an annual and midyear report to the secretary of APS on request. Coordinates and submits reports from any sub committees as well.

The Director shall represent OIR at APS Council meetings as requested and interact with the APS Executive Committee as necessary. The Director may appoint or disband subcommittees as needed to facilitate execution of OIR responsibilities. The OIR Director must be an APS member.

### **29.5 General Responsibilities of the Recording Director**

The Recording Director shall be responsible for generating minutes from OIR meetings or conference calls, as well as, the distribution of those minutes to the OIR members, Council, and APS Headquarters Staff. The OIR Recording Director must be an APS member.

### **29.6 General Responsibilities of Board Members**

The OIR board shall meet once at the APS annual meeting to make programmatic and financial decisions. However, planning, decision-making, and program execution occur on a daily, year-round basis. Board members are expected to participate actively in regular board discussions and to respond in a timely manner to requests for information or opinion by the OIR Director or APS staff.

Board Members shall be proactive in bringing issues to the attention of the OIR Board and in pursuing opportunities to increase the positive interactions between of APS Membership and the diverse Industries that manage plant diseases. OIR Board members must be current APS members.

### **29.7 General Responsibilities of the Sustaining Associate Chair**

The Sustaining Associates Committee will develop and fine-tune the Sustaining Associates Program as set forth in Article II, Section 1 of the Constitution of the society and in the Bylaws of the Constitution, so that it benefits both the Sustaining Associates and APS. The Committee will coordinate and ensure regular reporting of its activities to the OIR Recording Secretary. The OIR Recording Secretary will then be responsible for submitting those summary activities to APS Staff with the OIR Reports.

## **30. APS Committees**

Three types of committees are authorized by Bylaw 7 of the Constitution: special committees, ad hoc committees, and standing committees.

The following guidelines describe the purpose and creation of these committees and the appointment of members to the various types of committees.

### **30.1 Special Committees**

These Committees are established by Council to perform a specific function of the society. For example, a special committee may act as a planning committee for the organization of a standing committee. Council designates the chair and vice-chair of each special committee. The chair appoints committee members. Each committee must submit a final report to Council upon completion of their assignment.

### **30.2 Ad Hoc Committees**

Ad Hoc Committees are appointed by the president and serve only during their term of office; however, a succeeding president may reinstate the committee during their term in office.

The chair of an ad hoc committee reports directly to the president of the society in matters pertaining to affairs of that committee and serves at the discretion of the president for the life of the committee.

### **30.3 Standing Committees**

Standing committees are established by Council and function under the general coordination of the Committee on Committees and the senior councilor-at-large, as chair of this committee, with the exception of the Internal Relations Committees (*see section below*).

The standing committees are grouped into three categories: a. Internal Relations, b. General Policies, and c. Subject Matter. A list of the committees and/or a brief summary of the function and structure of each follows:

#### **30.3.1 Society Internal Relations Committees**

**Awards and Honors.** (*See Section Awards and Honors*)

**Committee on Committees.** (*See "Councilors-at-Large" and "Councilors' Forum" sections.*)

**Financial Advisory.** The Financial Advisory Committee (FAC) consists of the APS treasurer as chairperson, president-elect, vice president, and three representatives, each for one 3-year term, appointed by the president as follows:

1. One EIC, Chair, or Director of a board or office either serving currently or within the previous five years.
2. Two councilors: Each must be on council when appointed but not for the duration of their term as long as one of them is a current council member.

The executive vice president, vice president of operations and the finance and administration directors are ex officio members. The FAC meets at the annual meeting and again prior to midyear Council and the Treasurer should prepare the financial items for the agenda. Conference calls will be at the Treasurer's discretion.

In addressing the financial needs of the society, the FAC:

- 1) is active in developing and preparing the annual budget for Council consideration and final approval.
- 2) advises Council on the sale or purchase of securities, real estate, or other tangible assets to meet specific needs of the society and to ensure stability and reasonable growth of the society's financial assets.
- 3) establishes a long-range plan for financial investment and provides advice on other matters relating to the use of society funds.
- 4) has been delegated by Council the authority regarding investments of reserve funds. The FAC will meet annually with a representative(s) of the investment firm to review the goals and performance of investments of the society's reserve funds.
- 5) will on an ongoing basis provide information to promote a general understanding by Council and APS membership as to the need for a financial reserve; to explore alternative sources of income to support society activities; to examine the costs and benefits of all member services, and to consider other aspects of finances as warranted.
- 6) oversees creation of the overall APS financial strategy that includes recommendations for long-term target goals and financial priorities for the APS Strategic Plan and Financial Strategic Plan, and monitors the financial benchmarks and progress toward these goals.

**Headquarters Operations.** This committee consists of the treasurer, president, president-elect, and immediate past president of APS, plus four representative officers of the AACC. The chair is rotated annually between the two societies with the immediate past president of APS serving as chair in odd-numbered years. The committee is responsible for the internal management of the jointly owned headquarters building and furnishings in matters pertaining to staff, operational policies, and equipment. The executive vice president serves as secretary. This committee is responsible for all matters pertaining to the management and operation of the jointly owned headquarters building and its staff, including oversight responsibility for the activities of the executive vice president.

#### **30.3.2 General Policies Committees**

**Collections and Germplasm.** Promotes and fosters the collection, preservation, improvement, and utilization of U.S. and international resources of microbial and higher-plant germplasm. Identifies issues relevant to germplasm resources. Advocates judicious improvements in collections and germplasm systems and constructively influences policies and procedures, through the agency of the APS Council, by such means as (a) committee proposals, (b) APS publications and discussion sessions, and (c) communications with other scientific societies, governmental agencies, institutions, and industry.

**Early Career Professionals.** Assists early career professionals in academic, cooperative extension, governmental, or

industry positions in areas such as training, career opportunities, professional advancement, activity participation at APS annual and division meetings, communication and facilitation of professional contacts and encouragement of greater personal growth.

**Extension.** Represents the members of the society who deal with extension or outreach educational activities. It addresses requests from the membership, the president, and Council concerning extension-related subjects and provides leadership within the society in the area of extension. It is the intent of this committee to provide equitable representation for each of the divisions on the Extension Committee roster.

**Graduate Student.** Strives to integrate students into society affairs and activities and to recommend ways to address student concerns. It is composed of graduate students in plant pathology. Division councilors will serve as liaison to the committee. The Graduate Student Committee chair serves as chair of the selection committee for the student travel awards to the APS annual meeting. The chair also serves as an *ex officio* (nonvoting) member of the APS Foundation Board.

**Industry.** This committee promotes close working relationships between the seed, biotechnology, agrochemical, equipment, and other plant health related industries. The committee facilitates discussions of issues and policies of mutual interest to industry and APS. The committee sponsors the New Products and Services session at the annual meeting to highlight new products and technologies available to agriculture.

**Joint Committee of Women in Plant Pathology and Cultural Diversity.** Promotes the professional development of women and encourages their representation within the society. Assists cultural minorities who are permanent residents of North America in areas such as training, career opportunities, professional advancement, activities at the annual meeting, communication and recognition of significant contributions made to APS by minorities, facilitation of social contacts, and encouragement of greater personal growth.

**Placement.** Provides information and recommendations for the operations of the Placement Service through the society headquarters and at the annual meeting of the society. It also assists in assessing the long-range needs in science, government, and industry for professionally trained scientists in plant pathology. An APS staff member responsible for the Placement Services is an *ex officio* member of the committee.

**Regulatory Plant Pathology.** Identifies diseases that pertain to or are amenable to regulation by federal or state agencies. Important diseases not occurring in the United States, but constituting a threat if introduced, are identified and concerns are expressed to the appropriate governmental agencies after consultation with Council.

**Teaching.** Considers aspects of instruction and education in the discipline of phytopathology, other than those traditionally reserved for continuing education such as those activities carried out by the Extension Service and other agencies.

### **30.3.3 Subject Matter Committees**

Subject matter committees have primary responsibility for program development for the annual meeting and responding to or developing issues of concern in their area of interest. They are primarily concerned with in-depth presentation of current research and other investigations in specialized areas of the discipline. This is accomplished through the organization of symposia, discussion sessions, colloquia, and other formal and informal programs during the annual meeting; organization of workshops, short courses, and field trips; preparation of publications of research methods and other technical information; recommendations to editorial boards and others regarding technical publications; and other activities related to the advancement of knowledge. Subject matter committees are as follows:

Bacteriology	Molecular and Cellular Phytopathology
Biological Control	Mycology
Biotechnology	Mycotoxicology
Chemical Control	Nematology
Crop Loss Assessment and Risk Evaluation	Pathogen Resistance
Diagnostics	Phyllosphere Microbiology
Diseases of Ornamental Plants	Plant Pathogen and Disease Detection Committee
Environmental Quality and Plant Health	Postharvest Pathology
Epidemiology	Seed Pathology
Forest Pathology	Soil Microbiology and Root Disease
Genetics	Tropical Plant Pathology
Host Resistance	Turfgrass Pathology
Integrated Plant Disease Management	Virology

### **30.4. Guidelines for General Policy and Subject Matter Committee Chairs**

1. Attend, with vice-chairs, the orientation session for committee chairs at the annual meeting of the society.
2. Prepare the agenda for committee meetings, notify all current and incoming members of the time and place of

meetings, take minutes of meetings, and chair the meetings. The vice-chair or other representative will assume these responsibilities in the chair's absence.

3. Fulfill the following reporting requirements:
  - a. Submit Annual Committee Report Form before the end of the annual meeting each year. This form is provided by headquarters and will include nominees for committee membership as outlined in section 29 below. Failure to submit a report for two consecutive years may result in termination of the committee.
  - b. Maintain the committee splash page on *APSnet* annually to include activities, records, minutes, conference calls, etc. and see to the orderly transfer of all records and information to the incoming chair.
  - c. Inform headquarters staff and the appropriate program coordinator (see section on Scientific Programs Board) of the proposed use of funds collected from outside sources in support of programs and arrangements for disbursement for the annual meeting.
4. Serve on the Annual Meeting Program Committee and attend, along with the vice chair, all of its meetings at the annual meeting of the society.
5. Coordinate plans for meetings ancillary to the annual meeting with the Director of the Scientific Programs Board.
6. Be aware of and inform committee members of legal ramifications their actions may have upon APS. Any action or commitment in the name of the society, or any commitment of funds of the society, must have prior written approval of Council. For use of society letterhead, refer to 32.1.
7. Appoint new members to committee and adhere to APS policy in doing so. (*See next section below.*)
8. Ensure effective chair rotation/appointment:
  - a. Lead committee in vice chair appointment before the end of the annual committee meeting and include the newly appointed vice chair on the Annual Committee Report Form.
    - i. this is a one year appointment effective the last day of the annual meeting
    - ii. they become chair the following year at the end of the annual meeting
    - iii. chairs then serve for a term of one year, but may serve two terms consecutively.
    - iv. An APS member may only serve as chair or vice chair of one of the same committee type (i.e., Subject Matter or General Policy).
    - v. chairs serve on the committee for one additional year as Immediate past chair.
9. Committee chairs may submit a proposal for voluntary termination of their committee. This recommendation must include a complete accounting of votes, a listing of members of the committee who were present, and the primary reasons for voting in favor of termination. If less than half of the members of the committee are present at the time of voting, Council may accept the recommendation from the committee chair or request that a second vote be taken to include all current members.

### **30.5. Appointment of Members to APS General Policy and Subject Matter Committees**

#### **30.5.1 Process for soliciting new committee members**

1. Members may volunteer for committee service by contacting the chair of the committee on which they wish to serve prior to or during the annual meeting
2. Committee chairs have the authority to solicit interest in committee membership from attendees at the committee meetings held at the national meeting.
3. Members may nominate other members for membership on a committee as stated above.

#### **30.5.2 Process for appointing members to APS committees**

Chairs of the general policy and subject matter committees work with the senior councilor-at-large of APS (chair of the Committee-on-Committees) and a designated member of APS staff to appoint members to their committees. Each of these three individuals has distinct duties, as specified below.

##### *a. Duties of the committee chairs and vice chairs*

1. Compile and submit a list of qualified nominees. The committee chair will work with the vice chair to compile a list of nominees as part of the Annual Committee Report Form which is due before the conclusion of the annual meeting. The following criteria should be considered:
  - (a) Nominee is an APS member: Each nominee must be listed in the electronic APS membership directory. If a nominee is not listed in the directory, but would otherwise be eligible for committee membership, the chair will inform the nominee that they cannot be appointed unless they join APS.
  - (b) Nominee is willing to serve on the committee: Chairs will verify the nominees willingness to serve, indicating so on the nomination form.
  - (c) Chairs should recommend for committee membership the nominees who best attain the following goals

for the committee:

- high standard of excellence in the profession of plant pathology, and
- breadth in professional experience, achieved through geographic distribution of members across the US and internationally, and by employer (academic, industry, government), and membership type (regular, post-doc, graduate student, etc.).

2. Notification of appointments to committees. Upon confirmation from staff committee chairs are responsible for informing each new member of his or her appointment to the committee. This is the time to welcome the member and inform him or her of issues being discussed by the committee. The senior councilor-at-large and staff must be notified if any member declines membership at this point.

3. Notification to nominees who were not appointed. Chairs are responsible for notifying individuals who volunteered or were nominated, but not appointed to their committees due to their membership status. These individuals should be encouraged to join APS.

*b. Duties of the senior councilor-at-large (see section.....)*

1. Provide instructions orally and in written form to the chairs and vice-chairs at the Orientation for Committee Chairs and Vice Chairs at each annual meeting.
2. Encourage new volunteers to contact the appropriate committee chair prior to the annual meeting through electronic means and through an article in Phytopathology News.
3. Oversee the committee member appointment and serve as a resource person to committee chairs.
4. With headquarters staff, screen lists of nominees for APS membership, approve final list, and review lapsed membership on an ongoing basis.

*c. Duties of APS Staff.*

1. Construct an E-mail list of committee chairs and vice-chairs and distribute that list to the in-coming senior councilor-at-large, SPB director, secretary, and vice president following the annual meeting.
2. Maintain the committee database and distribute current rosters to the committee chairs and senior councilor-at-large following the annual meeting or at the orientation session.
3. Communicate status of the committee appointment process to the senior councilor-at-large and notify chairs of final appointments.

### **30.5.3 Length of service for committee members and chairs**

All committee members are appointed to 3-year terms, renewable at the committees' discretion.

### **30.5.4 Effective date of appointment to committees**

All committee members begin their term on a committee at the end of the annual committee meeting. Their service on that committee concludes at the end of the APS annual meeting 3 years later.

Committee chairs begin and end their service as chair at the end of the APS annual meeting. This will make it necessary for the outgoing and incoming chairs to work together in nominating and appointing new committee members.

### **30.6. APS Council Review of Committee Activities**

APS Council reviews each APS General Policy and Subject Matter Committee annually via recommendation from the Committee on Committees to determine if it is active. If a committee fails to file a report to APS Headquarters for two consecutive years, APS Council will consider it for termination. A committee will also be reviewed based upon the interest of the membership in serving on that committee. Committees that fail for two years to generate nominations of new members for service on the committee will also be reviewed via the recommendation of the Committee on Committees for termination by APS Council.

## **31. APS Historian**

The term of the Historian shall be 5 years and renewable upon mutual agreement of the office holder and Council.

### **31.1.General Responsibilities**

1. Consult with the appropriate personnel at the Special Collections Department of the Parks Library at Iowa State University, the APS repository, to insure that the historical records of APS are collected, maintained, and made available to patrons in a satisfactory manner.
2. Serve as a resource person to the national and divisional officers and headquarters staff of the APS with regards to historical records and to encourage the deposition of appropriate materials in the APS Collection at Iowa State University.

3. Serve the APS membership as follows:
  - Answer queries concerning the appropriate storage and preservation of historical materials
  - Respond to queries related to the history of plant pathology and of APS.
  - Promote an awareness of the history of the profession of plant pathology and of APS
  - Serve as an advisor in projects entailing historical perspectives.
4. Prepare and transmit to the president an annual report of the state of the APS archives and the activities undertaken in promoting plant pathology history awareness during the past year.

## **32. Annual Meeting Handbook**

The Annual Meeting Handbook is a resource for an overview of the meeting, related processes, and historical documentation. A copy of this handbook is given to the newly elected vice president each year for reference. The handbook is updated whenever necessary and is available upon request for reference by any APS leader.

## **33. General Policy Statements**

### **33.1. Use of Society Stationery**

Officers, Council members, committee chairs, and representatives are cautioned in the judicious use of society letterhead when performing their responsibilities. Society stationery must not be used to take a viewpoint or action on behalf of the society unless authorized to do so by the president or Council. The president and the chair of the Committee on Committees (senior councilor-at-large) should provide the following policy statement to all society officers and committee chairs:

*Members of the American Phytopathological Society, especially members of Council, the Public Policy Board, the Office of International Programs, and society committees, are reminded that they do not and may not speak for or on behalf of the society without the express permission of the President or Council of the American Phytopathological Society. This prohibition includes the use of APS letterhead when making a statement of a technical, economic, or political nature. Members of the APS speak only for themselves as professional scientists when giving opinions or making statements.*

### **33.2. Travel Reimbursement**

Individuals who perform services for the society that are authorized by the APS Constitution and/or by the direct authority of the APS Council are entitled to request reimbursement for travel costs. Expenses are governed by the following policies.

#### **33.2.1. Travel Costs**

The reimbursable amount shall not exceed the dollar value of tourist class round-trip airfare for travel from the point of origin (usually the individual's hometown) to the point where services are performed. When normal air travel is provided only at other than tourist-class rates, reimbursement for such shall be made at the rate charged the traveler.

Reasonable taxi fares or mileage in personal vehicle to and from the traveler's personal residence to the airport and to and from the airport to the hotel or motel are also reimbursable expenses.

If the traveler elects to drive a personal vehicle, the amount claimed for reimbursement for expenses shall be determined as follows:

1. The amount claimed shall not exceed the dollar value of tourist-class round-trip airfare for normal travel between the point of origin and destination.
2. For short distance travel where air travel is inappropriate, actual mileage traveled is reimbursed at the government rate.

*The traveler must attach the back page of the travel ticket or a statement of actual miles to the claim for reimbursement.*

#### **33.2.2. Per Diem Expenses**

Individuals who provide APS-authorized services are reimbursed for motel or hotel accommodations at the rate charged for single occupancy rooms. Additional charges for personal services and accommodations for the individual's family members will not be reimbursed.

Reimbursements for meals and necessary expenses associated with the service provided are made on the basis of actual expenses.

Submit hotel or motel receipt and a tabulation of other expenses when a reimbursement claim is submitted, unless other arrangements have been made in advance by APS.

Eligible Persons: As used in this policy statement, persons eligible for reimbursement include: APS Editorial Boards when authorized by Council (travel of editors-in-chief to national meetings is authorized by the Executive Committee only for

specific cases); APS officer travel to represent the society and participate in Council-authorized meetings (excluding the annual meeting except for specific cases authorized by the Executive Committee); executive vice president or other staff to discharge job responsibility; members of the Public Policy Board for travel related to Board activities, APS representatives to certain scientific societies and organizations when approved by Council or the treasurer; certain special session speakers who are not APS members when invited to participate in Council-approved special sessions; and other invited guests of the society. Council members attending midyear meetings are eligible for reimbursement of expenses incurred in attending the meeting. Reimbursement of travel expenses for Council members is not authorized for attendance at annual meetings.

Travel expense reimbursement forms are available from APS headquarters. Completed forms with appropriate receipts attached must be submitted to the executive vice president for approval and payment.

### **33.3. APS Symposium Funding**

#### **33.3.1. Policies and Procedures on Use of APS Annual Meeting Program Funds**

- a) Funding and complimentary registration are restricted to NON-MEMBERS of APS. To qualify as a “non-member”, the participant must not have been an APS member at any time during the 12-month period preceding the current meeting (such as August 1, 2004 – July 31, 2005). Organizers should check the current online member directory to make a preliminary determination of the membership status of a proposed speaker and then confirm this with APS staff.
- b) Funding is restricted to *non-member speakers* only. It cannot be used to support non-member session organizers.
- c) Funds are provided on a per-session, not a per-person, basis. The session organizers (not the sponsoring committee chairs) are responsible for determining how the funds received are distributed and for staying within their budgets.
- d) Funding may be used to defray all reasonable costs of transportation, housing (see 1e, below), and meals; and/or to cover publishing costs of the proceedings. Meeting program funds cannot be used to pay for other items such as honoraria or for refreshments.
- e) Funds used for accommodations cover housing at APS-designated hotels only. The speaker is responsible for making his/her own reservations.
- f) Budget and reimbursement forms should be submitted promptly (instructions and forms provided by staff); all disbursements will be made within 3 months of the meeting.

#### **33.3.2. Policies and Procedures on Use of External Funds in Support of Special Sessions**

- a) Session organizers who wish to raise outside funding are encouraged to do so.
- b) Except as noted below, funds raised externally are not subject to the above restrictions, i.e., they may be used in any appropriate way to support the session, including payment of expenses of APS member or non-member speakers or organizers, refreshments, or publication of the proceedings.
- c) Organizers should forward a copy of the financial support request letter (provided by APS staff) to the sponsor with the highlighted sections updated. The sponsor must include a copy of the letter when submitting the sponsorship funds, payable to APS, to the appropriate staff. Additionally, the sponsor should send a copy of the completed form to the organizer for their records. The organizer is responsible to communicate this information to the sponsoring committee(s) chair(s) and to indicate on the overall budget sheet for the session how the internal (if any) and external funds will be used.
- d) All funding must be spent within 6 months of the meeting.

### **33.4. Issuance of Position Statements**

It may be appropriate for the society to take public positions on certain issues that are within the society's area of interest and would benefit from society advocacy. Drafts of potential position statements may be developed by any member or group within the society and forwarded to the president. The president, or appropriate representative, will work in an editorial capacity with the person or group who drafted the statement and then submit the final draft to the Council for consideration. Approval of the statement to be issued on behalf of the society shall require a positive vote from at least 2/3 of the members of Council. If in the judgment of Council, the statement should also receive direct member approval before being issued, it shall be submitted to the membership by mail for a ballot vote. If voted on by mail ballot, approval of the statement to be issued on behalf of the society shall require a positive vote from 2/3 of the members who return ballots. Approved position statements shall be submitted to the executive vice president, or other person deemed appropriate by the president, who shall see that the statement is printed on appropriate society stationery and released publicly to the press, government agencies, and by other appropriate means. Nothing in this policy shall be construed to inhibit the president, or appropriate representatives, from taking routine actions on behalf of the society or providing information requested by outside groups.

### **34. Strategic Plan**

The APS Strategic Plan includes a mission statement and assumptions of concerns to the profession of plant pathology under which the goals of the society were established. Individual Goals are divided into specific Objectives, for which the persons or groups responsible for investigating and addressing the particular objective are specified. A suggested schedule or time frame is also provided for each objective. The Strategic Plan was designed as a working document. The Executive Committee will review the Strategic Plan twice per year and make changes as appropriate based on new perspectives as well as accomplishments toward stated objectives. The Immediate Past President will prepare an annual progress report for distribution to Council and publication in *Phytopathology News*.