

# CONSTITUTION

## Southern Poultry Science Society

### **Preamble**

The SOUTHERN POULTRY SCIENCE SOCIETY, hereinafter referred to as the Society, is established to bring together those persons from any state, area, institution or agency, who are directly interested in poultry science within the Society area through research, education, regulation, manufacturing, or merchandising.

The Society area shall consist primarily of the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia, but not to the exclusion of other states or territories.

The primary purpose of the Society is to exchange ideas, experiences, opinions and information, and to discuss and plan means of improving poultry production through more and better correlated efforts in poultry research by Federal, State, and local public or private agencies.

### **ARTICLE I. NAME**

The name of this organization shall be the SOUTHERN POULTRY SCIENCE SOCIETY.

### **ARTICLE II. MEMBERSHIP**

There shall be two types of membership: Voting members of the Society shall be those who have signified their interest in its objectives by payment of registration dues at one or more of the three most recent regular meetings. Contributing members shall consist of poultry producers, breeders, feed manufacturers, and suppliers of products or equipment used in poultry production who share the aims of the Society and contribute financially to its operation.

**ARTICLE III. OFFICERS** Section 1. The officers of this Society shall be the President, the First Vice President, the Second Vice President, and the Executive Secretary. These officers plus the Immediate Past President shall constitute the Executive Board. Section 2. The Executive Secretary and the Second Vice President shall be nominated by the Nominating Committee. Nominations will also be accepted from the floor. These officers will be elected during the regular Business Meeting of the Society, and shall hold office beginning with the close of the Business Meeting after their election and ending with the close of the next regular Business Meeting. A plurality vote is sufficient for election. When only one candidate is nominated, he or she may be elected by motion or acclamation. The Second Vice President and the First Vice President shall, upon their acceptance, be automatically elevated to the positions of First Vice President and President, respectively, at the Annual Business Meeting the following year.

Approved and adopted at the annual meeting of the Southern Poultry Science Society, World Congress Center, Atlanta, Georgia, January 26, 1983.

Revised at the annual meeting of the Southern Poultry Science Society, World Congress Center, Atlanta, Georgia, January 23, 2007.

Revised at the annual business meeting of the Southern Poultry Science Society, World Congress Center, Atlanta, GA, January 28, 2014.

**Section 3.** All active voting members are eligible to hold an elective office. **Section 4.** With the exception of the Executive Secretary, officers shall not be eligible for reelection for more than two consecutive terms. **Section 5.** Except for the office of President, vacancies occurring among members of the Executive Board shall be filled by a majority vote of the Executive Board following a nomination by the President; such officers shall serve through the next regular meeting. Upon favorable vote of the members at the following Business meeting these persons may remain in office. If a vacancy occurs in the office of President, the First Vice President shall succeed to the office for the remainder of the unexpired term and shall continue to serve during the succeeding term. A new First Vice President will be elected by the Executive Board to fill the unexpired term of office but will not automatically continue in that office in the succeeding year. However, upon favorable vote of the members at the Business meeting this person may remain in office for the succeeding year.

**ARTICLE IV. MEETINGS** **Section 1.** The Society shall have one regular yearly meeting to carry out its main objectives and regular business. The time and place of each meeting shall be decided upon by the members present at the preceding business meeting. **Section 2.** Special meetings for special purposes may be called by the President at such times as are thought advisable. Such special meetings may transact only such business as is specified in the call and special meetings cannot supercede regular meetings.

#### **ARTICLE V. COMMITTEES**

The following committees shall function each year, and shall be appointed by the President. Three persons shall be assigned to each committee: **Nominating Committee.** The purpose of this committee is to select nominees for the positions of Second Vice President, Executive Secretary and any other positions that may be vacant. **Resolutions Committee.** The purpose of this committee is to recognize special efforts by groups of individuals on behalf of the Society and to make note of the death of fellow members of the Society with appropriate letters. **Auditing Committee.** The purpose of this committee is to meet with the Executive Secretary to examine the financial status of the Society and approve the Financial Report to be given at the Business Meeting.

The president may name additional committees as needed to carry out the goals and aims of the Society. All voting members of the Society shall be eligible for appointment to serve on committees.

#### **ARTICLE VI. DISPOSITION OF ASSETS**

Upon the dissolution of the Society, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Society, dispose of all the assets of the Society, exclusively for the purpose of the Society, or to such an organization or organizations, organized and operating exclusively for charitable, educational, religious, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the IRS (or the corresponding provisions of any future U.S. Internal Revenue Law) as the Executive Board shall determine. Preference shall be given to qualified organizations associated with poultry research.

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**ARTICLE VII. AMENDMENTS Section 1.** Any three or more voting members of the Society may initiate a proposed amendment to this Constitution. The proposed amendment must be submitted to the Executive Board at least 60 days prior to the annual meeting. **Section 2.** The Executive Board may propose amendments to the Constitution at the regular meeting as outlined in Section 3 below. **Section 3.** The Executive Secretary upon the direction of the Executive Board shall submit any proposed amendments to the membership at least 30 days before the annual meeting. Adoption of any proposed amendment shall require a two-thirds majority vote of those voting members present at a regular meeting.

**ARTICLE VIII. TAX EXEMPT REQUIREMENTS Section 1.** The Society is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. **Section 2.** No part of the net earnings of the Society shall ever inure to or for the benefit of or be distributable to its members, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Society shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association contributions to which the deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **BY-LAWS**

### **Article 1. Dues**

Registration dues shall be charged at each annual meeting. The amount of dues shall be determined by the Executive Board prior to the meeting and shall be made known to the members at the time of Call for Papers. Students attending the meeting shall not be required to pay dues.

Contributing Members shall pay a sum to be determined by the Executive Board.

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## **Article 2. Awards**

Awards will be presented for outstanding presentation of a research paper by a student at the annual meeting. The number of awards to be made shall be based on the number and quality of abstracts in the competition. The Second Vice President will make a recommendation to the Executive Committee. To be eligible to participate in the awards competition, students must be considered as such at the time abstracts are submitted.

## **Article 3. Duties of Officers**

**Section 1. President.** The President shall preside at all meetings of the Society, perform the usual duties of such office, and in addition serve as Chair of the Executive Board, appoint all Committees and Committee Chairs (with the exception of the Nominating Committee chaired by the immediate Past-president), and serve as ex-officio member of all Committees.

**Section 2. First Vice President.** The First Vice President shall coordinate selection of outstanding student presentation at the International Poultry Scientific Forum (IPSF), as follows:

1. Upon receipt of the program from the Executive Secretary, the First Vice President will prepare grading sheets (3 per speaker) for all presentations to be made by students, complete with titles and times of presentations. Both graduate and undergraduate students are judged, but separately. The graduate students compete for outstanding graduate student certificates and the undergraduates compete for the Don R. Sloan Undergraduate Award. All student winners receive a certificate and a cash award.
2. The First Vice President will arrange for persons to judge the presentations. This may be done prior to the meeting or at the meeting itself.
3. A copy of the scoring sheet to be used should be sent to each student speaker before the meeting so that they will be aware of the points assigned to each phase of the scoring sheet.
4. During the meeting the First Vice President will oversee the judging of the papers and with the assistance of the judges will tally scores and determine the ranking of the students.
5. The First Vice President will present the awards at the Business Meeting.
6. The First Vice President will mail the judging sheets to the students after the meeting for purposes of self-improvement.
7. In the absence of the President at the annual meeting, the First Vice President will assume the duties of this office. The First Vice President will automatically advance to President at the end of his or her term of office. The First Vice President may perform other duties as delegated by the President.

**Section 3. Second Vice President.** The Second Vice President functions as chair of the Program Committee, as follows:

1. The Second Vice President assists the Executive Secretary with abstract submission and program development, as requested.
2. The Second Vice President identifies Chairs for the scientific sessions.
3. The Second Vice President assists with registration during the IPSF.
4. The Second Vice President performs other duties as delegated by the President.

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The Second Vice President advances to First Vice President at the end of the term in office.

**Section 4. Executive Secretary.** This person will have the following duties:

- 1 Maintain updated mailing list for use for all mailings. Revise yearly to add new registrants to annual meeting and persons who express interest in appearing on the mailing list.
- 2 Maintain contact with the commercial companies who have assisted in the past with financial support and who may wish to do so in the future. Letters of request for support shall be sent out early each year, with a letter of acknowledgment upon receipt of donation. Contributors shall be placed on the mailing list to insure that they will get notification of the meeting and a copy of the program. Be sure that the contributors are acknowledged in the program abstracts.
- 3 Maintain a record of receipts and disbursements. All bills and debts of the Society are to be paid by the Executive Secretary unless specifically authorized otherwise by the President. The expenses related to the attendance of the Executive Secretary at the Annual Business meeting are to be paid by the Society.
- 4 Present reports to the membership at annual meeting. Financial status prior to the time of the meeting shall be duplicated and available for the Business Meeting.
- 5 Act as liaison with the U.S. Poultry & Egg Association to coordinate IPSF meeting arrangements and other activities associated with the conduct of the meeting as outlined in Appendix 1.
- 6 Coordinate with US Poultry & Egg for student luncheon, poster reception, and business meeting box lunches and with SCAD who arranges coffee breaks and signage.
- 7 Make arrangements with the Poultry Science Association for publication of the abstracts.
- 8 With the assistance of the Executive Committee will conduct registration activities at the annual meeting.
- 9 Perform other duties as assigned by the President.

**Section 5. Past-president.** This person will have the following duties:

1. Serve as a member of the Executive Committee.
2. Serve as chair of the Nominating Committee

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#### **Article 4. Suggested Order of Business**

Call to order Minutes of the previous meeting Audit Committee Report Financial Report Resolutions Committee Report Program Report Presentation of student awards Report of other committees Election of officers Old business New business Adjournment

#### **Appendix 1. Procedures and Responsibilities for the Submission of Abstracts and Program Development for the Annual IPSF – Executive Secretary (EC).**

1. After the IPSF in January, the EC works with OmniPress to make sure that the collection site for abstract submission is in order and ready to be opened to the membership.
2. In August, USPEA (Barbara Jenkins) sends out a call for abstracts to all registrants of the preceding IPSF, giving the link for uploading abstracts and the deadline, which is the first Wednesday in October. In reality the site remains accessible until the Monday following the deadline, in order to accommodate last-minute snafus. Also in reality, the site remains accessible to the EC until the program is finished.
3. Immediately following the submission deadline, OmniPress gives access to Mark Jackwood (UGA) for SCAD and to the EC for SPSS. The EC may request assistance from the 2<sup>nd</sup> VP to review a subset, if needed. Abstracts are reviewed for scientific merit (evidence of results, conclusions, etc.) but are not edited.
4. As abstracts are accepted, OmniPress generates an email to the corresponding author, indicating acceptance and giving a submission identification number.
5. The EC arranges the abstracts into a program, grouping similar topics to the extent possible and making sure that all student presentations are assigned to the first day.
6. The EC proofs the program and works with OmniPress to ensure accuracy. When the program is deemed satisfactory, OmniPress forwards it and the abstract book to Barbara Jenkins, who formats the cover and sees

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