

# 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 primary purpose of the Society is the organization of a scientific forum (International Poultry Scientific Forum, IPSF), in which poultry scientists in academia, industry, and governmental agencies share research results designed to further and enhance global poultry production, management, welfare, nutrition, food safety, and product development. A critical component of the Society's purpose is the training and mentoring of students and early career scientists.

The Society is registered as a 501c3 charitable organization with a fiscal year beginning October 1 and ending September 30.

### **ARTICLE I. NAME**

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

### **ARTICLE II. MEMBERSHIP**

Voting membership of the Society is comprised of everyone who registers for the International Poultry Scientific Forum (IPSF) and attends the Business Meeting at the Forum that year, regardless of status or affiliation. The membership present at the annual business meeting shall constitute a quorum.

### **ARTICLE III. OFFICERS**

**Section 1.** The officers of this Society shall be the President, the First Vice President, the Second Vice President, the Executive Secretary and the Associate Executive Secretary. These officers plus the Immediate Past President shall constitute the Executive Board.

**Section 2.** The Past-president, as chair of the Nominating Committee, presents the slate, comprised of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Executive Secretary, and the Associate Executive Secretary. Nominations may also be accepted from the floor. When only one candidate is nominated, he or she may be elected by a motion and an acclamation vote. A plurality vote is sufficient for election. 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

**Section 3.** All active voting members are eligible to hold an elective office.

**Section 4.** With the exception of the Executive Secretary and the Associate 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

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

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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 supersede 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 present the proposed slate of officers, comprised of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Executive Secretary, and the Associate 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.

#### **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. Meetings**

#### **1. Suggested Order of Business:**

Call to order, Announcement of Tellers, 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, Closing remarks – Executive Secretary and outgoing President, Passing of the gavel to incoming President and Recognition of the outgoing President, Adjournment.

#### **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. To be eligible to participate in the awards competition, students must be considered as such at the time abstracts are submitted.

### **Article 2. Duties of Officers**

#### **Section 1. President.**

The President presides at all meetings of the Society, performs the usual duties of such office, and in addition serve as Chair of the Executive Board The President appoints tellers for the annual business meeting to assist with ballots for the election of officers.

#### **Section 2. First Vice President.**

The First Vice President shall coordinate selection of outstanding student presentations at the International Poultry Scientific Forum (IPSF), as follows:

The First Vice President arranges for judges of student papers, ensuring that moderators are not asked to judge and that conflicts of interest are avoided. 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.

1. The scoring rubrics for orals and posters are posted on the SPSS website.
2. During the meeting the First Vice President will oversee the judging of the papers and with the

assistance of other Board members, ~~will~~ determine the ranking of the students.

3. The First Vice President will present the awards at the Business Meeting.
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4. 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 ordinarily advances on a motion and an acclamation vote 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's duties are as follows:

1. As Chair of the Program Committee, the Second Vice President assists the Executive Secretary with abstract submission and program development, as requested and presents the program report at the Business Meeting.
2. The Second Vice President performs other duties as delegated by the President
3. The Second Vice President ordinarily advances on a motion and acclamation vote to First Vice President at the end of the term in office.

### **Section 4. Executive Secretary (ES).**

This person will have the following duties (with additional details provided in the Procedures Manual):

1. Maintains 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 ensure 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.
2. In conjunction with the Secretary/Treasurer of SCAD, organizes the review of abstracts for presentation at the IPSF, sends notification of acceptance/rejection to authors, and assembles the program and abstract book for submission to USPOULTRY for posting on the IPPEXPO website and for a printed program for dissemination at the IPSF.
3. Acts as liaison with USPOULTRY to coordinate IPSF meeting arrangements and other activities associated with the conduct of the meeting.
4. Coordinates with USPOULTRY special events including student luncheon, poster reception, business meeting and associated meals. Coordinate with SCAD on arrangements including coffee breaks and signage
5. Maintains 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.
6. Presents 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.
7. Ensures that student judging scores and comments are provided to the major advisors after the end of the IPSF.
8. Makes arrangements with the current publisher for publication of the abstracts.
9. Represents SPSS at requested meetings, including the IPSF and the annual PSA meeting, with appropriate reimbursement of expenses.
10. Performs other duties as assigned by the President.

**Section 5. Associate Executive Secretary (AES).** AES is a direct report to the Executive Secretary. The duties of this position include:

1. Assistance with all of the duties of the Executive Secretary as requested. Serve as a member of the Executive Committee.
2. Representing SPSS at requested meetings, including the IPSF and the annual PSA meeting, with appropriate reimbursement of expenses.
3. Other duties as assigned by ES

**Section 6. 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