

By-Laws of the International Society of Protistologists

Article I - Membership

Section 1 - Regular Membership

Application for Regular Membership in the Society shall be in writing to the Secretary. The application shall include the signature of at least one member of the Society as sponsor. The application shall be accompanied by the appropriate annual dues. Regular members shall have voting privileges, be able to hold office, receive dues notices, receive The Newsletter, The Journal and The Abstracts, may publish pages without charge in The Journal each year as established by the Executive Committee and have the right to publish an annual abstract.

Section 2 - Student Membership

Application for Student membership in the Society shall be submitted as specified in Section I of this Article, except that the application must be accompanied by certification of the applicant's student status (Article II, Section 2b, Constitution). The application shall be accompanied by the appropriate annual dues. Student members shall have voting privileges, receive dues notices, receive The Newsletter, The Journal and The Abstracts, may publish pages without charge in The Journal each year as established by the Executive Committee and have the right to publish an annual abstract.

Section 3 - Corresponding Membership

Application for Corresponding membership in the Society, including the signature of a sponsoring member and accompanied by the appropriate annual dues, shall be made either to the Secretary of the Society or to an officer of a section (Article VI, Constitution) for subsequent transmittal to the Secretary of the Society. Corresponding members shall have voting privileges, be able to hold office, receive dues notices, receive The Newsletter and The Abstracts and have the right to publish an annual abstract.

Section 4 - Emeritus Membership

Application for Emeritus membership in the Society shall be made in writing to the Membership Secretary who shall present it for decision to the Executive Committee. Upon approval by the Executive Committee, the regular or corresponding member shall be certified an emeritus member, the fact being duly recorded in the minutes of the Executive Committee. The emeritus member shall have voting privileges, be able to hold office, receive The Newsletter and The Abstracts and have the right to publish an annual abstract. An emeritus member may receive The Journal upon payment of one-half the regular membership fee.

Section 5 - Honorary Membership

Distinguished protistologists deemed worthy of Honorary membership in the Society, numbering not more than one per year except under special circumstances, shall be so recommended to the Executive Committee. Upon recommendation of the Executive Committee, election to Honorary membership shall require a majority vote of all members present and voting at a duly scheduled annual meeting of the Society. New Honorary members shall be notified by the Membership Secretary of the election and shall be presented with appropriate certification of their

membership status and a subscription to The Journal. The honorary member shall have voting privileges, be able to hold office, receive The Newsletter, The Journal and The Abstracts and have the right to publish an annual abstract.

Article II - Dues

Section 1 - Dues Schedule

Dues for the several classes of membership shall be recommended by the Executive Committee and approved by two-thirds vote of all members present and voting at a duly scheduled annual business meeting of the Society. The schedule of current dues shall be printed in each issue of The Journal of Eukaryotic Microbiology.

Section 2 - Payment of Dues

Members shall receive notice of dues on or before September 1, payable no later than January 1 without penalty, for dues for the subsequent calendar year. Dues for regular and student member categories shall include subscription to The Journal of Eukaryotic Microbiology, and all regular publications of the Society. Dues for Corresponding members include The Abstracts and The Newsletter. Emeritus members do not pay dues unless they wish to receive The Journal, whereupon dues are one-half that of a regular member.

Section 3 - Nonpayment of Dues

Members in all membership categories who fail to pay applicable dues shall be removed from the membership rolls of the Society (Article I, Section 4).

Section 4 - Reinstatement

A member who has been removed from the membership rolls of the Society for non-payment of dues may be reinstated upon payment of dues for the current year or upcoming year.

Article III - Duties of Officers

Section 1 - President

a. shall be the presiding officer at all business meetings of the Society and the Executive Committee. The President may designate other Society members as pro tem Session Chairpersons, or as Presiding Officers at meetings when both the President and the President-Elect are unable to conduct the meeting.

b. shall designate chairpersons of all committees, except the committee chairpersons so designated by these By-Laws;

c. shall, in consultation with the designated committee chairpersons, appoint members of all standing and ad hoc committees of the Society, as appropriate, except the Nominating Committee (Article III, Section 2b, By-Laws);

d. shall be ex-officio member of all committees, but shall customarily not participate in the deliberations of the Nominating Committee (Article VIII, By-Laws);

e. shall appoint representatives of the Society to the council or governing bodies of organizations with which the Society may be associated and which require or allow such representation as appropriate to furtherance of the aims of the Society.

f. shall represent the Society personally, or

through a member or members designated by him/her, in all matters pertaining to the business, associations, or affiliations of the Society.

Section 2 - President-Elect

a. shall assist the President in the performance of his/her duties and, in the absence of the President, shall act as presiding officer over all meetings of the Society and of the Executive Committee;

b. shall be a member of the Program Committee and shall recommend symposia and refresher courses in collaboration with the Committee on Education, special exhibits, invited lectures, and other scientific activities consistent with the stated aims of the Society.

Section 3 - Vice-President

a. shall coordinate information from Sections of the Society and transmit to the Secretary for dissemination to the entire Society;

b. shall present an annual report on the status of Sections.

Section 4 - Secretary

a. shall be responsible for recording the minutes of all business meetings of the Society and of the Executive Committee and for publication of such minutes;

b. shall, in consultation with the President, prepare an agenda for all meetings of the Executive Committee;

c. shall notify all members and observers of the Executive Committee of meetings of the Executive Committee other than that at the annual meeting of the Society at least six weeks prior to the meeting;

d. shall serve as parliamentarian at all meetings of the Society and of the Executive Committee;

e. shall receive reports from officers of the Society, committee chairpersons, and representatives to councils and governing bodies of organizations with which the Society may be associated, and, not later than four weeks before the date of the regular meeting of the Executive Committee, shall mail a copy of each report to each voting member and to each observer of the Executive Committee (Article V, Section 4, By-Laws);

f. shall announce to the membership the time and place of all meetings of the Society and, at the direction of the Executive Committee, shall prepare an agenda for said meetings;

9. shall, upon authorization of the Executive Committee, conduct a mail vote of the membership of the Society and/or the Executive Committee on all pending proposals in reference to which, according to the provisions of the Constitution and By-Laws, such a ballot is required or permissible;

h. shall prepare a current roster of officers, committees, and representatives of the Society for publication.

i. shall be a member of the Program Committee;

j. may edit abstracts of papers accepted for all scientific meetings for the purpose of publication.

Section 5 - Membership Secretary

a. shall be responsible for matters pertaining to membership and membership recruitment;

b. shall present a list of new members at the annual business meeting;

c. shall report to the Executive Committee and to the annual business meeting of the Society the status of the Society's membership;

d. shall, when directed by the Executive Committee, prepare a Directory of the members of the Society;

e. shall maintain and make available to others, according to direction of the Executive Committee, an accurate and official list of members in good standing, including the current mailing address of each member.

Section 6 - Treasurer

a. shall take charge of the Society's funds with the consultation of the Business Advisory Committee, and shall discharge and record all business transactions of the Society, including payments of its obligations, in accordance with the policies and directives of the Executive Committee;

b. shall discharge all functions pertaining to non-member subscriptions to The Journal of Eukaryotic Microbiology including collection of subscription levies and maintenance of mailing lists;

c. shall submit the financial records of the Society for annual Certified Auditing by a bonded auditing firm annually;

d. shall have prepared and give to the Secretary for distribution to the Executive Committee a certified annual audit and shall give a financial report at the annual business meeting. This report shall be published;

e. shall furnish all appropriate financial reports and statements to Federal and/or State authorities, as required.

Article IV - Duties of the Executive Committee

Section 1 - General Duties

Pursuant to the provisions of the Constitution (Article IV, Section 5, Constitution), the Executive Committee shall transact business and formulate policies on behalf of the Society in all matters not specifically reserved in the provisions of the Constitution of the Society and/or these By-Laws for action by the entire membership.

Section 2 - Specific Duties

a. shall officially receive reports from elected officers, chairpersons of standing and ad hoc committees, Society representatives to councils or governing bodies of other organizations, and shall act on specific recommendations presented in these reports;

b. shall, at the last annual meeting preceding each International Congress, appoint 1 or 2 regular members (depending on the number of expired terms) to the International Commission on Protozoology of the International Union of Biological Sciences. Each member shall be appointed for a term of 4 years and can succeed himself/herself once. Terms of office shall be staggered so that representation shall not be coterminous. The duties of the representatives shall be designated by the Executive Committee as to conform to pertinent regulations and policies of the International Commission.

c. shall fill vacancies, as appropriate, in elective and appointive offices of the Society;

d. shall consider and approve appointments of Editors and persons to the Board of Reviewers as recommended by the Editor-in-Chief of The Journal of Eukaryotic Microbiology;

e. shall consider items of new business;

f. shall perform any and all other duties specifically assigned to it by the Constitution of the Society and/or By-Laws, or referred to it by the membership of the Society.

Article V - Meetings of the Executive Committee

Section 1 - Regular Meetings

The Executive Committee shall meet annually or as deemed necessary (Article VI, By-Laws).

Section 2 - Special Meetings

Special meetings of the Executive Committee conducting urgent business may be called by the President in accordance with his/her best judgment; notification of such called meetings shall be circulated by the Secretary to all voting members and observers of the Executive Committee and to such other persons as may be designated by the President at least six weeks prior to the date scheduled for the meeting.

Section 3 - Invitations to Meetings

The President, acting for the Executive Committee, shall invite such duly appointed or elected committee chairpersons and/or representatives of the Society as are appropriate to anticipated deliberations of the Executive Committee to attend the Executive Committee meeting as non-voting members.

Section 4 - Annual Reports

The Secretary, acting for the Executive Committee, shall call for and receive from each Society committee chairperson and/or Society representative appropriate annual reports and shall circulate these reports to each voting member of the Executive Committee at least four weeks prior to the date of the annual meeting of the Executive Committee.

Section 5 - Absentee Comments

If a member of the Executive Committee is unable to attend a meeting, that member may submit comments in writing to the Secretary for presentation to the Executive Committee.

Section 6 - Procedures

Meetings of the Executive Committee shall be conducted according to Roberts' Rules of Order, Revised.

Section 7 - Conducting Business by Mail

The Executive Committee shall conduct the business of the Society by mail only in exceptional circumstances wherein attendance at annual or called meetings inflicts undue hardship upon members of the Executive Committee.

Article VI - Meetings of the Society

Section 1 - Business Meetings

The Society shall convene in business meeting at least once each year for the transaction of regular and special business.

Section 2 - Notification

The Secretary, acting for the Society, shall notify each member of the arrangements for the annual business meeting at least two months prior to the opening date of the meeting.

Section 3 - Procedures

The annual business meeting shall be conducted according to Roberts' Rules of Order, Revised.

Section 4 - Mail Ballots

Urgent business requiring the action of the Society at large, in judgment of the Executive Committee, and arising during intervals between annual business meetings, shall be conducted by mail ballot circulated to the membership by the Secretary. A quorum for such balloting shall consist of votes cast by twenty percent of the Society membership.

Section 5 - Quorum

The members of the Society present at a regular annual meeting shall constitute a quorum for conducting business.

Section 6 - Annual Meeting

The Society shall hold or participate in an Annual Scientific Meeting for the presentation and exchange of scientific information at a time and place approved by the Executive Committee.

Section 7 - Program

When the Society holds an Annual Scientific Meeting the program arrangement shall be determined by the Program Committee (Article VII, By-Laws) according to the following guidelines:

- a. each member shall be entitled to present one paper in person;
- b. each member shall be entitled to introduce one paper to be presented by a scientist who is not a member of the Society;
- c. the call for contributed papers shall be issued at least four months before the date of the meeting.

Article VII - Committees

Section 1 - Standing and Ad Hoc Committees

There shall be standing and ad hoc committees to aid the officers and the Executive Committee in carrying out the stated aims of the Society. All committees shall make appropriate recommendations to the Executive Committee.

Section 2 - Committee Composition

All committees shall be composed of no less than three members in good standing, excluding the President who shall be ex-officio member of all committees.

Section 3 - Membership Review

Membership of all standing and ad hoc committees shall be subject to review and modification, including replacement, by each President as he/she assumes office.

Section 4 - Standing Committees

There shall be the following standing committees:

- a. *The Constitution and By-Laws Committee:*
 1. shall receive suggested amendments to the Constitution and By-Laws from the Secretary;
 2. shall incorporate approved amendments (Article XII, Constitution; Article X, By-Laws) into the Constitution and By-Laws;
 3. shall review the Constitution and By-Laws periodically;
 4. shall advise the Officers and Executive Committee on matters pertaining to the Constitution and By-Laws.

The Chairperson of the Constitution and By-Laws Committee shall serve as an ex officio member of the Executive Committee.

- b. *The Membership Committee:*

1. shall be chaired by the Membership Secretary;
2. shall assist the Membership Secretary in all matters pertaining to membership and membership recruitment, including preparation of the membership Directory.

c. *The Nominating Committee* (Article VIII, Section 1, By-Laws).

d. *The Tellers' Committee*:

1. shall consist of the Secretary as Chairperson plus two members of the Society in good standing;
2. shall declare elected that candidate receiving the greatest number of votes cast for each office;
3. shall submit a report of the voting to the Executive Committee (Article IV, Section 2, By-Laws);

e. *The Business Advisory Committee*:

1. shall advise the Treasurer on all matters pertaining to business transactions of the Society;
2. shall be appointed by the President upon recommendation of the Treasurer.

f. *The Program Committee*:

1. shall be composed of an appointed member of the Society as chairperson, the President-Elect, the Secretary and up to two members recommended by the Program Chairperson;
2. shall determine the form of abstracts of papers to be presented at the scientific sessions, and shall set a deadline for the submission of abstracts of papers;
3. shall with the consent of the Secretary notify the membership by mail of arrangements for all scientific meetings and shall issue the call for contributed papers;
4. shall arrange a program for scientific sessions at which the papers may be presented by members or by scientists introduced by the members;
5. The President-Elect shall recommend topics for symposia;
6. The Program Chairman with the consent of the President shall appoint and supervise an ad hoc local committee which shall be responsible for local arrangements such as housing, facilities for scientific sessions, and special transportation.

g. *The Committee on Honorary Membership*:

1. shall be composed of distinguished members of the Society;
2. shall be chaired by an Honorary Member of the Society;
3. may submit to the Executive Committee for its consideration and for presentation at the annual business meeting of the Society one or more names of protistologists, not necessarily members of the Society, who qualify for honorary membership under the provisions of the Constitution (Article II, Section 2).

h. *The Committee on Education*:

1. shall consider all matters pertaining to educational policy and activities of the Society;
2. shall collaborate with the President-Elect and Program Committee in arranging refresher courses and, when so directed by the Executive Committee, shall arrange Summer Institutes and conferences;
3. shall work with the Program Committee on coordination of workshops at annual meetings.

i. *The Committee on Systematics and Evolution of Protozoa*: shall consider all matters pertaining to problems of systematics, nomenclature and evolution of Protozoa.

Section 5 - New Standing Committees

In addition to the several standing committees listed in the preceding sections, the members of the Society, upon

the advice of the Executive Committee, may establish new standing committees to meet the continuing needs of the Society.

Section 6 - Ad Hoc Committees

The President, upon consultation with the Executive Committee, shall appoint such ad hoc committees as may be needed to perform specific tasks; additional ad hoc committees shall be appointed by the President as need arises.

Section 7 - Committee Appointments

Standing committees shall be appointed or reappointed by the President.

Article VIII - Nominations and Elections

Section I - Procedures

The Nominating Committee shall be elected by the membership and consist of four (4) members and an alternate. Each year the duties of the Committee shall be to nominate no less than two (2) members in good standing to each of the offices of President-Elect, Vice-President, and Member-at-Large of the Executive Committee. In those years that the terms of the offices of Secretary and Treasurer end, the Committee shall nominate two (2) members in good standing for these offices. The Committee also shall submit seven (7) nominees for the succeeding Nominating Committee. In addition, the name of any member whose candidacy for membership to any office is supported by at least ten (10) Society members shall also be placed on the ballot. All nominees shall certify their willingness to serve if elected before their names are placed on the ballot.

The nominations shall be transmitted to the Secretary by 1 February prior to the annual meeting of that year. The Secretary shall submit all nominations to the Society on an appropriate mail ballot at least three months prior to the annual meeting. He/She shall forward to the Tellers Committee all ballots which have been returned to him/her within sixty (60) days of the Mailing. The Tellers shall tally the votes and report the election at the annual Executive Committee and Society business meetings. All tie votes shall be resolved by the President.

Officers of the Society shall be elected by plurality vote. Nominees to the Nominating Committee with the five highest number of votes shall comprise that Committee, with the highest and fifth positions determining the Chairperson and alternate, respectively. The alternate shall replace any one of the four senior members who is unable to serve. At the discretion of the Chairperson, the alternate may also be considered the fifth committee member with full voting privileges. In the event that the elected Chairperson is unable to fulfill the duties of the office, the Committee shall elect a Chairperson from among its members.

Section 2 - Announcement of Election Results

The Secretary shall inform the newly elected officers of their elections not later than four weeks prior to the annual business meeting of the Society, and record names of all the newly elected officers in the minutes of the regular Executive Committee meeting.

Article IX - The Journal of Eukaryotic Microbiology

Section 1 - Editor-in-Chief

The Editor-in-Chief shall be appointed by the Executive Committee. He/She shall be in charge of The Journal and shall recommend changes or improvements in the management of The Journal to the Executive Committee for action and/or implementation as appropriate.

Section 2

The Editor-in-Chief shall serve a 3-year term and may succeed him/herself. He/She may be removed by vote of the Executive Committee.

Section 3 - Additional Editors

The Editor-in-Chief shall appoint, with the consent of the Executive Committee, such Editors, Associate Editors or Assistant Editors as may be expedient in the editing and managing of The Journal.

Section 4 - Board of Reviewers

The Board of Reviewers of The Journal of Eukaryotic Microbiology shall be composed of at least twenty members appointed by the Editor-in-Chief upon approval of each and every proposed candidate by the Executive Committee.

The term of office of members of the Board of Reviewers shall be three years at the discretion of the Editor-in-Chief and of the Executive Committee. No reviewer shall serve more than two consecutive terms but may be reappointed at a later date. The term of office of at least 50% of the members of the Board of Reviewers shall not be coterminous.

Article X - The Archivist

Section 1 - Appointment and Duties

An Archivist shall be appointed by the Executive Committee. He/She shall be responsible for organizing and maintaining records of the Society.

Section 2 - Term

The Archivist shall serve a 5-year term and may succeed himself/herself once. He/She may be removed by majority vote of the Executive Committee.

Article XI - The Newsletter

Section 1 - Newsletter Editor

A Newsletter Editor shall be appointed by the Executive Committee. He/She shall be responsible for editing and producing an informative societal newsletter in a timely fashion and on a regular basis.

Section 2 - Term

The Newsletter Editor shall serve a 3-year term and may succeed himself/herself. He/She may be removed by majority vote of the Executive Committee.

Section 3 - Additional Editors

The Newsletter Editor shall appoint, with consent of the Executive Committee, Associate or Assistant Editors as may be needed to help gather and compile information for publication of the Newsletter.

Article XII - Amendments of the By-Laws

Amendments may be made by a simple majority of all members voting by mail ballot, following proposal of the

amendments at any annual meeting of the Society.

Marked ballots received within eight weeks of the date of mailing shall be tallied. The tally of votes on the amendments shall be published in the annual report of the Secretary.