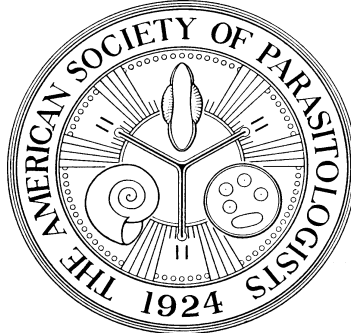


**AMERICAN SOCIETY OF PARASITOLOGISTS**

**HANDBOOK**

**FOR**

**OFFICERS, COMMITTEE CHAIRS AND REPRESENTATIVES**



**THE  
AMERICAN SOCIETY  
OF  
PARASITOLOGISTS**

Prepared by the Handbook Ad Hoc Committee

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## **FORWARD**

This is the 2023 version of a handbook for the Officers, Chairs and Committee members, and Representatives of the American Society of Parasitologists and it is subject to change.

If there is any confusion in the description of the responsibilities of the Officers, Committee Chairs and members, or Representatives, please confer with the President and/or Secretary- Treasurer. If a decision must be made, it may have to be presented to Council for approval and possibly the membership for voting if the changes are to be incorporated into the ASP By-laws. Finally, if you have any corrections or suggestions to improve this Handbook, please send your comments to the *Secretary/Treasurer*.

In order to promote stability, continuity, and institutional memory, Committee Chairs are encouraged to develop “Standard Operating Procedures” documents for their committees that can be posted on the ASP website and updated annually. In particular, evaluation rubrics are encouraged for Awards and Lectureship Committees.

## GENERAL RULES AND GUIDELINES

As a general guideline, the ASP Council Meeting usually takes place on the first day of the meeting unless otherwise announced.

It is the responsibility of the Officers, Chairs and Representatives of the Affiliate Societies or various agencies to attend the Council Meeting or send a suitable replacement if they are unable to attend.

Reimbursements are available to certain officers, award winners, and invited guest speakers if requested. Original receipts must be submitted to the Secretary/Treasurer. Upon approval, the cost of an economy round-trip flight or a less expensive form of transportation will be reimbursed (first class flights will not be reimbursed); the cost of accommodations will be reimbursed, (movies and alcoholic beverages charged to the room will not be reimbursed); and fares for taxi cabs or shuttle buses to and from airport will be reimbursed.

It is the responsibility of Chairs of Committees that invite awardees and guest speakers to inform them of these aforementioned guidelines.

Chairs of Committees will be responsible for contacting members of their committee once the committee has been established, and an official letter will be issued from the Office of the *Secretary/Treasurer* to members of each committee for documentation purposes. ***It is the responsibility of the Committee Chairs to convey the following information in this Handbook as it pertains to the committee members.***

Chairs of Committees are responsible for submitting a report to Council by the deadline established by the Secretary/Treasurer, preferably by email. This report will be incorporated into the Council Meeting booklet for the annual meeting. The reports will also be published in the Annual Council Meeting Minutes in *The Journal of Parasitology*. Reports received after the deadline will not be accepted and it will be the responsibility of the Officer, Chair or Representative to bring sufficient copies to the Council Meeting for distribution.

Officers, Chairs of Committees and Representatives should submit an address, phone, fax and/or email where they can be reached during the year if they are not available at their current address in the ASP Membership Directory.

Check signing privileges are only available to the President, President-Elect, Vice President, Immediate Past President and Secretary/Treasurer of the Society.

To facilitate and expedite the processing of voting items presented to the ASP Executive, all Officers and Council Members-at-Large should have email accounts.

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***Committee:*** a group of people who individually can do nothing but as a group decide that nothing can be done.

Fred Allen

## **DUTIES OF OFFICERS**

### **PRESIDENT**

The President, a voting member of Council who serves for one year, presides at all meetings of the Society and Council, and appoints all committees except the Nominating Committee for the year. The latter function should be initiated immediately upon taking office in order to ensure that committee members are in place and have adequate time to carry out their responsibilities. Ad hoc committees may be assigned if deemed necessary and dissolved if ineffective or when their charge is completed. The President is also an ex officio member of all committees except the Nominating Committee and performs all other duties that properly devolve upon the chief administrative and presiding officer of the Society.

The President is strongly encouraged to attend at least two different annual meetings of Affiliated Societies, other than his/her own, and develop a forum or workshop where issues of importance to the American Society of Parasitologists and affiliates can be discussed. Expenses associated with this travel will be reimbursed by the Society upon submission of receipts to the Secretary- Treasurer.

The President must prepare a "Letter to the Membership" to be published in the first issue of the ASP Newsletter along with a black and white photograph. This report should deal with Society affairs, status, goals, problems, etc.

The President will present a Presidential Address at the annual meeting and submit, in September (or sooner), a manuscript of the address to the Editor of *The Journal of Parasitology*. The Presidential Address may be a scientific address but is not restricted to this category.

The President will also prepare an Annual Report for the Council Meeting. This can be an update of the "Letter to the Membership" published in the Newsletter and it will be published in the Minutes of the Annual Meeting in *The Journal of Parasitology*. The President must prepare opening remarks for the Council Meeting and confer with the Secretary/Treasurer who will prepare the agenda for the Council and Annual Business Meetings. The President will chair the Council and Business meetings at the Annual Meeting.

The President will appoint a committee of Council members to serve as the investment committee; the committee will be composed of the Secretary/Treasurer and three (3) members of Council.

The President will work with the Vice President in selecting a topic for the Presidential Symposium, for which money is available to cover two speaker's expenses. If requested, round-trip airfare and the cost of accommodation at the annual meeting will be reimbursed by the Society upon submission for receipts to the Secretary/Treasurer.

### **THE FOUR-YEAR COMMITMENT**

Vice President ---> President-Elect ---> President ---> Immediate Past President

## **PRESIDENT-ELECT**

The President-Elect, a voting member of Council who serves for one year, assumes the office of President upon completion of the term of office of the previous President and performs duties assigned by the President or Council. The President-Elect functions in lieu of the President in the event of the latter's absence or inability for any reason to discharge or perform any duty or responsibility of the office or that ordinarily devolves upon it.

The President-Elect serves as the Chair of the Priorities Committee and must submit written recommendations, in the form of a committee report, for consideration by Council when requested by the Secretary- Treasurer. The report will be included in the Council Meeting Minutes published in the *Journal*.

The President-Elect has check signing privileges in the event that the Secretary/Treasurer is not available.

## **VICE PRESIDENT**

The Vice President, a voting member of Council who serves for one year, succeeds to the offices of President-Elect, then President, and Immediate Past President. The Vice President is strongly encouraged to attend at least two different annual meetings of the Affiliated Societies which are different from those attended by the President and other than his/her own and is to develop a forum or workshop where issues of importance to the American Society of Parasitologists and affiliates can be discussed. Expenses associated with this travel will be reimbursed by the Society upon submission of receipts to the Secretary/Treasurer.

The Vice President must submit a written report when requested by the *Secretary/Treasurer* for inclusion in the Council Meeting Minutes published in the *Journal*.

The Vice President serves as a non-voting member of the Priorities Committee.

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President, a voting member of Council, provides solace to the President, and performs other duties assigned by the President.

## **SECRETARY/TREASURER**

The Secretary/Treasurer, a voting member of Council, is elected by the membership to serve a three-year term and may be re-elected for a second three-year term. The Secretary/Treasurer is responsible for: (1) the preparation of the Annual Council Meeting booklet; (2) the preparation of the agenda with the President for all meetings of the Society and Council; (3) recording the minutes of these meetings; (4) keeping accurate and complete reports of all officers and committees and of all business transactions by the Council and Society; (5) maintaining roles of members of all categories, and (6) performing duties which devolve upon that office. Minutes of Council and Business meetings of the Society must be submitted to the Council for additions and corrections as soon as possible after said meetings and before publication of the minutes in *the Journal of Parasitology*.

The Secretary/Treasurer is responsible for setting up a local bank account for operational expenses and processing documents which have to be formally notarized.

The Secretary/Treasurer is responsible for maintaining the Bonding and Dishonesty Policy insurance coverage of all officers.

The Secretary/Treasurer is responsible, jointly with the editor of the *Journal of Parasitology*, for managing the costs associated with publication of the *Journal*.

The Secretary/Treasurer will issue all statements of financial obligation owing to the Society, account for all funds, properties, and disbursements, and pay all bills owed by the Society.

The Secretary/Treasurer (in conjunction with the Society's accountant) must maintain a separate accounting of all securities, monies, earnings, increments and disbursements of the Society's Endowment Funds. The Secretary/Treasurer and the President jointly, or the Secretary/Treasurer and Business Advisory Committee jointly, when directed by Council, will select depositories for the Society's monies, assign securities and other investments belonging to the Society or controlled by it, and endorse financial and legal papers on behalf of the Society.

The Secretary/Treasurer will arrange for an annual audit or financial review and submit an annual financial statement to Council and to the Society which is to be completed to the most convenient recent date prior to the time of reporting and cover the period from the closing date of the last report.

The Secretary/Treasurer is responsible for reviewing and maintaining the Society's tax-exempt status.

The Secretary/Treasurer has the responsibility of renewing membership with various agencies and societies upon approval by Council.

The Secretary/Treasurer is to maintain the By-laws and all documents pertaining to the same as cited in Article XII, Section 2 of the By-laws.

The Secretary/Treasurer must prepare an annual report for inclusion in the Council Meeting Minutes to be published in the *Journal*.

If requested, round-trip airfare and the cost of accommodations at the annual meeting will be reimbursed by the Society for the Secretary/Treasurer.



The Secretary/Treasurer will send letters, if requested by the President, asking members to serve on committees.

In addition, the Secretary/Treasurer is responsible for:

- notifying the Membership Committee Chair when Honorary Members and Distinguished Members Emeriti vacancies exist and need to be filled;
- distributing the calls for nominees for the Ashton Cuckler New Investigator Award, Bueding and von Brand Lectureship, Clark P. Read Mentor Award, Distinguished Service Award, Eminent Parasitologist Lectureship, Henry Baldwin Ward Medal, R. Barclay McGhee Lectureship, and Stoll-Stunkard Memorial Lectureship;
- preparing the election ballots.

The Secretary/Treasurer is responsible for submitting the names of potential awardees to Council for approval, and for preparing monetary awards, certificates, plaques, and/or congratulatory letters as appropriate for awardees. Upon the issuance of any sum of award money greater than \$500 to any individual, the Secretary-Treasurer must forward the social security number of that individual to the accountant for taxation purposes.

The Secretary/Treasurer is responsible for processing requests for information pertaining to the Society (or forwarding the requests to the appropriate parties). It should be noted, however, that the Secretary/Treasurer's office is not a referral service for people seeking medical advice or doctors as this may have dire consequences.

The Secretary/Treasurer is responsible for forwarding items to Council for approval via email, if possible.

The Secretary/Treasurer is responsible for designing, printing, and providing Officers with ASP letterhead stationery and envelopes.

The Secretary/Treasurer is responsible for the updating and preparation of this Handbook for Officers, Committee Chairs, and Representatives.

The Secretary/Treasurer can hire an assistant to perform many of the aforementioned tasks and to maintain the daily operation of the office.

ASP Tax Exempt ID # 35-2621202

Association Management:

KWGlobal (formerly Allen Press, Inc.) ASP Association Manager: April Parfitt  
KW Global, Inc., 810 East 10<sup>th</sup> Street, Lawrence, Kansas 66044  
785-289-1983; fax 785-843-6153  
Email: [aparfitt@kwglobal.com](mailto:aparfitt@kwglobal.com)

Accountant:

Axiom CPAs & Business Advisors  
Sun Valley Commercial Center 316 Osuna Rd. NE, Suite 401  
Albuquerque, NM 87107

### **JOURNAL OF PARASITOLOGY EDITOR**

The Editor of the *Journal of Parasitology*, a voting member of Council, is appointed by Council for a term of five years and may serve an additional term of three years. The Editor has the responsibility and authority for formulating publication policies and for deciding format and content; for reviewing, editing and determining the acceptability of notes, papers and letters offered for publication; for determining charges to authors and advertisers; for conducting negotiations with authors, advertisers and publishers; for filling vacancies on the Editorial Board; and for performing all other duties that ordinarily devolve upon an Editor. In the performance of these duties, the Editor relies upon the active cooperation of the Editorial Board of Consultants and Associate Editors, but may also seek advice and assistance from any member of the Society. Neither the Editorial Board nor any member thereof shall be charged with responsibility or authority that abridges the duty of the Secretary- Treasurer to receive and disburse Society funds or transcends the obligation of Council to guard the interests of the Society and protect its welfare.

The Editor of the *Journal* shall report fully to Council on activities, needs, and problems regarding the management and status of the *Journal* in a written report submitted for inclusion in the Council Meeting Minutes published in the *Journal* when requested by the Secretary/Treasurer.

The Editor will maintain an account for the payment of expenses associated with operation of the editorial office and is required to keep an itemized account of disbursements, which is to be submitted on a monthly basis to the Secretary/Treasurer.

### **NEWSLETTER EDITOR**

The Editor of The American Society of Parasitologists Newsletter is appointed by Council for a term of five years and may serve an additional term of three years. The Editor, a voting member of Council, will have responsibility and authority for formulating publication policies; for deciding format and content; for reviewing, editing, and determining the acceptability of material received for publication; for conducting negotiations with authors, advertisers and publishers; for filling vacancies on the Editorial Board of the Newsletter; and performing all other duties that ordinarily devolve upon an Editor. In performance of these duties, the Editor of the Newsletter relies upon the active cooperation of the Editorial Board but may also seek the advice and assistance from any member of the Society.

Neither the Editorial Board nor any member thereof shall be charged with responsibility or authority that abridges the duty of the Secretary/Treasurer to receive and disburse Society funds or transcends the obligation of Council to guard the interests of the Society and protect its welfare.

The Editor of the Newsletter is to report fully to Council on activities, needs, and problems regarding the management and status of the Newsletter in a written report submitted for inclusion in the Council Meeting Minutes published in the *Journal* when requested by the Secretary- Treasurer.

The Editor will maintain an account for the payment of expenses associated with operation of the editorial office and is required to keep an itemized account of disbursements which is to be submitted on a monthly basis to the Secretary/Treasurer.

## **SCIENTIFIC PROGRAM OFFICER**

The Scientific Program Officer (SPO), a voting member of Council, is appointed by the President with consent of Council for a term of three years and may serve a second term of three years. In the event that there are co-Scientific Program Officers, they have one Council vote between them. The SPO is responsible for arranging the scientific program of the annual meeting of the Society. The SPO is also responsible for visiting each future meeting site approximately 9-12 months prior to the annual meeting and collaborating with the Local Organizing Committee and the Meeting Planner to ensure that adequate meeting and housing facilities are available, to develop the Call for Papers, to inform the Local Organizing Committee of their responsibilities related to both fiscal and physical arrangements, and to discuss special aspects of the program as required to ensure a successful meeting.

The SPO is responsible for reviewing abstracts, arranging the scientific program and abstracts, and preparing the Program for reproduction and distribution by Allen Press. The Program and Abstracts should be emailed to the membership, and posted to the ASP website, a minimum of two weeks prior to the annual meeting, and hard copies of the program should be delivered to the meeting venue for distribution.

The SPO can submit a detailed budget to the Secretary/Treasurer for reimbursement of expenses related to the production of the Program.

The SPO must submit a written report when requested by the Secretary/Treasurer for inclusion in the Council Meeting Minutes published in the *Journal*.

If requested, the round-trip airfare and cost of accommodations at the annual meeting will be reimbursed by the Society upon submission of receipts to the Secretary/Treasurer.

## **ARCHIVIST**

The Archivist, a non-voting member of Council, is appointed by Council to maintain the Archives of the Society as directed by Council. Examples of items to be acquired and maintained in the Society's Archives include copies of *The Journal of Parasitology*, the ASP Newsletter, Annual Council Meeting booklet, and records of the Secretary/Treasurer's ballot. The Archivist must submit a written report when requested by the Secretary/Treasurer for inclusion in the Council Meeting Minutes published in the *Journal*.

## **DUTIES OF COUNCIL MEMBERS-AT-LARGE**

### **COUNCIL MEMBERS-AT-LARGE**

Council Members-at-Large are voting members of Council comprised of eight elected members, two of which are voted in by the membership each year when two rotate off. Council Members-at-Large serve a term of four years, and along with other voting members of Council, are responsible for establishing policies for the management of all affairs, funds, and properties of the Society, and the transaction of all business except as otherwise indicated in the By-laws.

### **STUDENT COUNCIL MEMBER-AT-LARGE**

The Student Council Member-at-Large, a voting member of Council who serves a term of one year, is responsible for attending the Council Meeting (along with the successor) and conveying the concerns of student members of the Society to Council. The Student Representative must submit a written report when requested by the Secretary/Treasurer for inclusion in the Council Meeting Minutes published in *The Journal of Parasitology*.

The Student Council Member-at-Large is responsible for calling a meeting of student members at the annual meeting of the Society and reporting to the student membership on actions of Council. The Student Council Member must also work with the Local Organizing Committee and Scientific Program Officer to ensure that a committee (comprised of students) is in place to organize the Annual Student Symposium and to organize a party at the annual meeting for student members of the Society. It is the responsibility of the current Student representative to submit the names and biographical sketches of at least two potential candidates that agree to run for Student Council Member-at-Large to the Secretary/Treasurer for inclusion on the Society's Annual Election Ballot (note: nominations can be solicited at the annual Student Business Meeting) and to solicit volunteers to serve on ASP committees as requested by the ASP President.

The Student Council Member-at-Large should also update the "GUIDE TO SERVING AS THE STUDENT REPRESENTATIVE TO ASP COUNCIL" as necessary and transmit it to the incoming Student Council Member-at-Large.

## **DUTIES OF STANDING COMMITTEES**

Upon request from the Secretary/Treasurer, all committee chairs are to provide a report of their committee's operations during the year in a timely manner for inclusion in the Council Booklet for that year's annual meeting.

### **NOMINATING & TELLERS COMMITTEE**

The Nominating & Tellers Committee consists of a chairperson, four members, and an alternate. Each serves for one year or until a successor has been elected. Members may not serve more than two consecutive terms. No more than two members of any Nominating Committee may serve on its immediate successor. At the time of election, members must be serving in different institutions, or such generally acceptable subdivision of such institutions as shall be unanimously acceptable to the nominators as providing adequate representation of the Society.

Those nominees to the Nominating & Tellers Committee placing in the six highest positions (based on voting results) will form the committee, with the highest and sixth positions determining the Chair and the alternate, respectively. The alternate will replace any one of the five elected members of the Committee who may not be able to serve for any reason. In the event that its elected Chair is unable to fulfill the duties of the office, the Committee shall elect a Chair from among its members.

The Nominating & Tellers Committee is responsible for nominating candidates for Council Members-at-Large, Vice President, Secretary/Treasurer and the succeeding Nominating & Tellers Committee as provided in Article IV, Section 3 of the ASP By-laws. The Student Council-Member-at-Large is responsible for forwarding the names of two student nominees to the Secretary-Treasurer for inclusion on the ballot.

The Chair will solicit nominations from the Committee members: two for Vice-President, four for Council Members-at-Large, 9 for the Nominating & Tellers Committee, and one for Secretary-Treasurer in years when a new Secretary/Treasurer must be elected. For re-election of Secretary-Treasurer after one term, only the current Secretary/Treasurer's name need appear on the ballot. The Chair should contact all nominees to determine if they are willing to serve, if elected, and request that they prepare biographical sketches in the required format. The names and biographical sketches of the nominees must be provided in a timely manner to the Secretary/Treasurer, at a time determined by the Secretary/Treasurer, in order for the ballots to be prepared. This information should be submitted by email.

In addition, the Chair is responsible for informing candidates for Vice-President that they will be committed to serving a four-year term if elected, and that they must also prepare an agenda.

A general ballot is sent to KWGlobal to be mailed out via Survey Monkey (or something similar). If someone wishes to mail their ballot, it should be mailed to the chair of the Nominating and Tellers Committee, who is then responsible for informing the Secretary/Treasurer. Once the deadline for obtaining ballots has been reached, the results from the survey are tallied and sent to the Secretary-Treasurer who then notifies Council. Once Council has been apprised of the winners, the results are sent to the individual "winners/losers." After sufficient time for the candidates to receive their letters, a general email is sent to the membership announcing the election results.

## **BUSINESS ADVISORY COMMITTEE**

The Business Advisory Committee consists of five appointed members and the Secretary-Treasurer of the Society. The term of appointed members is five years, except for appointments to fill vacancies in unexpired terms. The President appoints one person to the Business Advisory Committee each year and any members needed to fill vacancies in unexpired terms. The Committee Chair is appointed by the President from among members who have served on the Committee for more than one year.

The Committee is responsible for constantly monitoring the finances of the Society and for advising the Secretary/Treasurer on investments and other financial matters.

The Committee is to conduct studies concerned with fiscal aspects of the Society as may be suggested by Council, the Secretary/Treasurer, or the President.

## **IMPORTANT NOTES FOR COMMITTEE CHAIRS OF ASP AWARDS**

When a decision has been made on a recipient by the committee of an award, this information must be conveyed by the Chair of the committee to the Secretary/Treasurer who must then pass it before Council. If members of Council have no viable objections, the Committee Chair must contact the awardee and ask if that individual will accept or decline the award.

The award winner should be informed that reimbursements will be issued for accommodations, meals and travel (return economy flights) only if original receipts are submitted to the Secretary/Treasurer after the conference.

All nomination letters and letters of recommendation pertaining to ASP Awards are privileged documents and must be held in strictest confidence. Committee members should retain copies of all documentation for the duration of their term in the event that an individual is re-nominated in the following years. At the end of their term, committee members are requested to dispose of all documentation or return it to the Office of the Secretary/Treasurer.

In the selection of potential candidates for awards, the Chair of the Committee has an equal vote on the Committee. If a potential candidate for an award should present a conflict of interest for whatever reason (e.g., the candidate is a co-worker), the committee member should inform the Chair of the Committee and the Secretary/Treasurer and abstain from voting, unless the Chair has the conflict-of-interest problem, in which case the Chair should abstain from voting and inform the Secretary/Treasurer.

## **AWARDS COMMITTEE**

The Awards Committee is responsible for selecting the 1) Ashton Cuckler New Investigator Award, 2) Henry Baldwin Ward Medal, 3) Clark P. Read Mentor Award, and 4) Distinguished Service Award. The Committee is also responsible for nominations for extramural awards given by other organizations or individuals for which a member of the Society might qualify and present them to the Council for their endorsement.

The Awards Committee consists of eight Active members, two of whom are students serving two-year terms, the other six members serving three-year terms. Thus, three members are to be appointed each year, of which one is a student. One student and two other Active members rotate on and off each year. A new Chair of the Awards Committee will be appointed from among its members each year by the incoming President.

Nominations for these awards shall be solicited by the Secretary/Treasurer each year, and all nominations should be sent to the Chair of the Awards Committee. On receipt of complete nomination packages, the Chair will circulate the material to the Committee members (detailed timeline follows description of individual awards). The Awards Committee is under no obligation to select a recipient for any of the awards in any year.

The Chair is expected to preside over the Awards Ceremony at the Business Meeting. If the chair cannot do this, another committee member must be identified who is willing to preside. This name must be given to the Secretary/Treasurer and the Scientific Program Officer to be included in the meeting Program.

For each of the following awards, the Committee is to select a recipient, subject to approval by Council, from the list of nominees submitted by Society members. Names of recipients must be submitted for Council's approval in a timely manner so that recipients' names can be incorporated into the meeting Program (consult with the SPO for the deadline). Unless there is a strong reason by Council, the Committee's efforts and nominees are not questioned.

### **1) Ashton Cuckler New Investigator Award (Awarded yearly)**

The award will consist of travel and accommodation expenses, a cash honorarium, and a plaque to be presented during the Annual Meeting of the Society.

Rules governing eligibility for the Ashton Cuckler New Investigator Award are as follows: (1) Given to a new investigator who has, within the last two years, been awarded a Masters or Doctoral degree in the area of Parasitology. Selection will be based upon the body of research accomplished during the candidate's graduate studies. This "body of research" will be documented through (a) peer-reviewed *Journal* or book publications directly related to research conducted in pursuit of and contained in the accepted graduate student thesis or dissertation, other peer-reviewed *Journal* publications unrelated to the primary thesis or dissertation work, but derived from research conducted as a graduate student, (c) papers and/or posters presented at scientific meetings as a graduate student, (d) any outside recognition of research excellence which may include, but not be restricted to, best student paper awards, dissertation improvement grants, student-initiated research grant support and the like. (2) Nominations must be made within two years following awarding of the Masters or Doctoral degree, and the nominee must be a member of ASP at the time the award is made. (3) Required documentation for award consideration should include: (a) Nominating letter by the student's graduate advisor critically

evaluating the quality and significance of the student's research. Note: the advisor must be a member of ASP at the time of nomination. (b) Two letters of support from noted authorities outside of the nominee's institution commenting on the significance of the body of research accomplishments. The advisor will submit the name of one evaluator and the second evaluator will be selected by the Awards Committee. (c) The Nominee will provide the following documentation: i) letter providing a self-evaluation of research accomplishments; ii) thesis/dissertation abstract (two-page limit); iii) curriculum vitae; and iv) reprints or copies of all research publications (published or in press).

## **2) Henry Baldwin Ward Medal (Awarded yearly)**

The Committee Chair must prepare a biographical sketch of the recipient and present this in the introduction of the Ward Medalist along with the presentation of the award which consists of travel and accommodation expenses, a cash honorarium, a certificate and the Ward Medal, a special bronze medal designed by Dr. Justus F. Mueller, at the Annual Meeting. The recipient will be expected to deliver an acceptance speech.

Rules governing eligibility for the Henry Baldwin Ward Medal are as follows: The recipient shall be a member of the Society for no less than three years at the time of the nomination and in mid-career, and who, by self-directed investigations, shall have attained a position of leadership in some phase of parasitological research. The field of parasitology is considered to include, in general, those aspects of the science that are represented by reports published in the official organ of the Society, the *Journal of Parasitology*.

In accordance with the action of the ASP Council, following are the requirements for nominations:

- (1) Members in good standing who nominate candidates for the Henry Baldwin Ward Medal should carefully determine the eligibility of their candidate according to the above eligibility rules.
- (2) Nominations for the Henry Baldwin Ward Medal should be supported by sufficient documentation to enable the Awards Committee to exercise critical evaluation.

Minimally, this documentation should consist of: (a) a complete Curriculum Vitae providing a bibliography in which the authors are listed in the same sequence as in the published papers, and (b) three supporting letters, including the original nominating letter. These letters should include a serious evaluation of the major aspects of the nominee's scientific work.

Members of the Awards Committee are required to retain the files on each nominee in the event of a re-nomination. A nomination will remain active only when updated annually by the nominator. Updated information on re-nominations should include work accomplished since the original nomination, with evaluation of this work, as well as any new information to be added to the CV. The Chair of the Committee is responsible for submitting the introduction of the Henry Baldwin Ward Medalist and informing the recipient to submit their acceptance speech to the Editor of *The Journal of Parasitology*.

## **3) Clark P. Read Mentor Award (Awarded in even-numbered years)**

The award honors an individual who, during his or her career, has demonstrated extraordinary leadership in the training of young scientists who have successfully pursued the independent study of parasites or aspects of the host-parasite relationship. Further, the individual shall have significantly increased the number of students completing graduate level training in the various disciplines of parasitology.



The Committee Chair must prepare a biographical sketch of the recipient and present this in the introduction of the recipient of the Clark P. Read Mentor Award along with the presentation of the award that consists of travel and accommodation expenses, a cash honorarium, and a plaque at the Annual Meeting. The recipient will be expected to deliver a 30-minute oral presentation to the membership of the Society emphasizing his or her views and experiences related to mentoring.

The selection criteria for the Clark P. Read Mentor Award include, but are not limited to, one or more of the following: (1) Evidence of scholarship in research and graduate education; (2) Evidence of success of his or her graduates or postdoctoral trainees; (3) Innovative teaching methods; (4) Innovative or unique aspects of bench training; (5) Letters of support; (6) The award should be for individuals who have made a documentable impact on the field of parasitology through their didactic and/or bench-level teaching, or through furthering scientific literacy; (7) Nominations or selection committee initiative would be acceptable; and (8) Candidates for the award should be a member of ASP, at least by the time the award is given.

#### **4) *Distinguished Service Award and Extramural Awards (Awarded in odd-numbered years)***

The selection criteria for the Distinguished Service Award are as follows: (1) To be presented by the ASP to honor one of its members who, through dedicated efforts and sustained giving of time and talents, has significantly enhanced the effectiveness of the Society and promoted the discipline of parasitology; (2) In choosing the awardee, the collective criteria for determining service contributions may include: (a) longevity as an active ASP member as evidenced by continuous membership and regular attendance at annual meetings; (b) active participation on ASP committees; (c) exceptional service in positions of leadership within the Society (officer, committee chairs, etc.); or exceptional leadership in promoting parasitology through active participation in regional parasitology societies or in the awardee's geographical area, or both; (3) Required documentation for the Distinguished Service Award nomination will include: (a) nomination letter summarizing the nominee's qualifications for distinguished service recognition; two additional supporting letters; (c) updated Curriculum Vitae of the candidate with an appended detailed description of the candidate's contribution to ASP or to the field of parasitology, or both.

The Committee Chair must prepare a biographical sketch of the recipient and present this in the introduction of the awardee along with the presentation of the award that consists of travel and accommodation expenses and an engraved plaque at the Annual Meeting.

#### **Awards Committee Timeline**

**Early Fall:** The Chair should contact each committee member to apprise them of their committee responsibilities.

**Early October:** The Secretary/Treasurer sends a draft of the "Call for Nominations" (CFN) to the Chair. The Chair proofreads contents and suggests corrections.

**Early November:** The Secretary/Treasurer will post the CFN via an email to the membership and on the ASP website and promote the call via the Public Relations Committee.

**Late November/Early December:** A reminder notice is sent to the membership to stress the importance of submitting nominations. The Committee should identify people who fit the profile requested in the CFN and encourage nominations.

**Mid-January:** The chair will contact the committee and set up a shareable folder for nomination materials and reach out to the student committee members. For many of them, this will be the first time they will be handling candid evaluations of their peers or colleagues. *Make sure they understand the nature of the confidentiality of these materials; that they **must not** discuss these matters outside of the committee.*

**End of January:** The deadline for receiving materials is usually the last Friday of January, but this may vary from year-to-year.

**Within One-day after Deadline:** Examine the materials for completeness and consider contacting the nominator to add materials that may be missing. Alternatively, consider this lack of completeness as evidence to exclude the incomplete nomination from further discussion.

**Monday after Deadline:** (Highly Recommended) Produce a single PDF with all materials for each nominee. This is a huge time-saver for members of the committee and gives the Chair familiarity with the nomination materials.

**Wednesday after Deadline:** Share the names of the nominees with the committee and give the committee members the option to declare potential conflicts of interest.

**Friday after Deadline:** Share the nomination files with the committee and establish the evaluation criteria they all need to follow (rubric suggestions in appendix).

**Third Week in February:** Preside over the deliberations, making sure that everyone participates. If necessary, press the committee to address gender bias. This has proven to be a difficult topic, yet it is necessary. It is recommended that you keep a thread of the discussion for each Award.

**First Week in March:** Report the results to the Secretary/Treasurer, who will transmit them to Council for approval. (Unless there is a strong reason, the Committee's efforts and nominees are not questioned). The Secretary/Treasurer will inform you of Council's action.

**Immediately Following Council Approval:** Contact the Awardees so they can make plans to attend the meeting. They must provide a head shot for inclusion in the Program. HB Ward Medalists and Clark Read Mentorship awardees are expected to give a talk and submit an abstract of their proposed talk. *Make sure they understand that **they** must pay their registration, travel, and hotel room. They will be reimbursed for airfare and hotel upon submission of receipts to the Secretary/Treasurer.*

## **STUDENT AWARDS COMMITTEE**

The Committee consists of a minimum of 10 members with terms of 2 years and are appointed by the President. Five members of the committee shall be appointed in odd numbered years and five members in even numbered years and should reflect the various sub-disciplines of parasitology insofar as possible. The Chair of the Committee is appointed by the President each year.

The Marc Dresden Student Travel Stipend is awarded to students to assist in defraying the costs of travel to and from the Annual Meeting. The Committee is responsible for evaluating (1) the properly submitted applications for Marc Dresden Student Travel Stipends as outlined in the Call for Papers and Announcements, (2) nominees put forward by the Affiliated Societies for travel grants (guidelines to be determined by the Committee Chair), and (3) that all students applying for a travel grant are current ASP members. The Committee Chair should contact the Scientific Program Officers soon after the abstract deadline has passed to request the names and abstracts of all students who have applied for the Marc Dresden Travel Grant. The names of selected recipients must be submitted to the Secretary/Treasurer. Upon approval, the Secretary/Treasurer will have checks and certificates issued which will be presented by the Committee Chair (or their designee) to the recipients at the Student Awards ceremony during the Annual Meeting.

The Student Awards Committee is also responsible for evaluating papers that have been entered in the Student Paper Competition and selecting two outstanding and two meritorious Best Student Presentation Awards and up to three recipients for the runner-up Meritorious Awards. In addition, the Committee is charged with reviewing the student posters during the annual meeting Poster Session and determining a Best Student Poster Award recipient. The Committee is under no obligation to select recipients for the Student Awards every year. The Committee Chair (or their designee) must present the names of the awardees, certificates, and a cash award to the winners of the Outstanding and Meritorious Paper presentations and the Outstanding Student Poster Presentation at the Student Awards ceremony during the Annual Meeting.

Well before the Annual Meeting, the Committee Chair should confirm with members that they are attending the Annual Meeting, and to the extent possible, establish a judging schedule. Please note that if a member of the Student Awards Committee is unable to attend the Annual Meeting, they should let the Committee Chair know as soon as possible, and should help the Committee Chair recruit an alternate judge.

The Student Awards Committee is encouraged to post to the ASP website the evaluation forms they develop for selecting the recipients of the Marc Dresden Travel Grants and the Best Student Presentations Awards (oral and poster). This allows students to understand the selection criteria.

## **LECTURESHIP COMMITTEE**

The Committee consists of ten members, six of whom serve four-year terms and two of whom are students serving two-year terms. Three members, one of whom is a student, are appointed by the President each year. The Chair of the Committee is appointed by the President each year.

Two Active members and one student member rotate on and off each year.

Members of the Committee will make recommendations to Council of persons to be awarded the Bueding and von Brand Lectureship, Stoll-Stunkard Memorial Lectureship, Eminent Parasitologist Lectureship, and R. Barclay McGhee Lectureship. All nominations should be sent to the Committee Chair.

### ***Bueding and von Brand Lectureship (Awarded and presented in 2027, 2033, 2039)***

The Committee is to select, subject to approval by Council, a recipient for the Bueding and von Brand Lectureship for his/her contributions to the field of parasite biochemistry from the list of nominees submitted by Society members. The nomination must be submitted to Council in a timely manner for approval so that the recipient's name can be incorporated into the Program and Abstracts for the Annual Meeting. The Scientific Program Officer should be consulted in January for the deadline. The Committee Chair must prepare a biographical sketch of the recipient and present this as an introduction of the speaker at the Annual Meeting.

The award will consist of travel and accommodation expenses, a cash honorarium, and a plaque to be presented during the Annual Meeting of the Society. The recipient will present a major address summarizing his/her research endeavors on the biochemistry and/or pharmacology of parasitic helminths.

Rules governing eligibility for the Bueding and von Brand Lectureship are as follows: (1) The recipient must have made major research contributions to the field of biochemistry and/or pharmacology of parasitic helminths; (2) There is no age limit for the award and ASP membership is not a requirement.

In accordance with the action of Council, following are the requirements for nominations: (1) Candidates for the award will be nominated by the membership at large; (2) Nominations will require a primary nominator and a minimum of two seconds; The primary nominator will be responsible for the submission of the candidate's Curriculum Vitae, plus a summary outlining the candidate's contributions. Those seconding the nomination will be required to submit supporting letters which should include a serious evaluation of major aspects of the nominee's scientific work.

### ***Stoll-Stunkard Memorial Lectureship (Awarded and presented in 2025, 2031, 2037)***

The Stoll-Stunkard Memorial Lectureship is to honor someone whose prominence in basic research is evident, and who is not necessarily a parasitologist, but one whose research might enhance investigations on parasites, hence fostering cross-fertilization of ideas and approaches. Nominees should have significant international recognition for substantial contributions to basic scientific research that has impacted the field of Parasitology. Eligibility is not limited to ASP members.

Members of the Committee will make recommendations to the Council of persons to be awarded the Stoll-Stunkard Memorial Lectureship. The awarding of the Stoll-Stunkard Memorial Lectureship is subject to approval by Council. The nomination must be submitted to Council for approval in a timely manner so that the recipient's name can be incorporated into the Program and Abstracts for the Annual Meeting. The Scientific Program Officer should be consulted in January for the deadline. The Committee Chair must prepare a biographical sketch of the recipient and present this in the introduction of the speaker along with the presentation of the award that consists of travel and accommodation expenses, a cash honorarium, and a plaque during the Annual Meeting of the Society. The Stoll-Stunkard Lecturer will be required to give a 50-minute presentation.

***Eminent Parasitologist Lectureship (Awarded and presented in even-numbered years)***

Members of the Committee will make recommendations to the Council of persons to be awarded the Eminent Parasitologist Lectureship. The awarding of the Eminent Parasitologist Lectureship is subject to approval by Council. The nomination must be submitted to Council for approval in a timely manner so that the recipient's name can be incorporated into the Program and Abstracts for the Annual Meeting. The Scientific Program Director should be consulted in January for the deadline. The Committee Chair must prepare a biographical sketch of the recipient and present this in the introduction of the speaker along with the presentation of the award which consists of travel and accommodation expenses, a cash honorarium, and a plaque during the Annual Meeting of the Society. The Eminent Parasitologist Lecturer will be required to give a 50-minute presentation.

Selection criteria for the Eminent Parasitologist Lectureship are: (1) Eminence and international visibility for a substantial contribution to parasitology over a substantial period of time; (2) Eligibility is not limited to ASP members; (3) Nominations or selection committee initiative would be acceptable.

***R. Barclay McGhee Lectureship (Awarded and presented in 2023, 2029, 2035)***

The R. Barclay McGhee Memorial Lecture is awarded to honor a scientist in Barclay's field of research, parasitic protozoology. The recipient must have made major research contributions to the biology of parasitic protists. This prestigious award is named after a man who has impacted many active and retired parasitologists. Most of his career was at the University of Georgia, where he dealt with the trypanosomatids in plants and insects, and avian blood parasites. Mentoring was a major strength of his. The recipient of this award should reflect this role, as well as be a productive, innovative, and meticulous scientist. Nominees are not required to be members of the American Society of Parasitologists, and there is no age limit.

Members of the Committee will make recommendations to the Council of persons to be awarded the R. Barclay McGhee Lectureship. The awarding of the R. Barclay McGhee Lectureship is subject to approval by Council. The nomination must be submitted to Council for approval in a timely manner so that the recipient's name can be incorporated into the Program and Abstracts for the Annual Meeting. The Scientific Program Officer should be consulted in January for the deadline. The Committee Chair must prepare a biographical sketch of the recipient and present this in the introduction of the speaker along with the presentation of the award which consists of travel and accommodation expenses, a cash honorarium, and a plaque during the Annual Meeting of the Society.

## MEMBERSHIP COMMITTEE

The Committee consists of eight members appointed by the President. The Chair of the Committee serves a five-year term, six members serve three-year terms, and one student member serves a one-year term. Three members are appointed each year, one of which is a student. Two Active members and one student rotate on and off the Committee each year.

The Membership Committee is responsible for recommending actions designed to promote and increase membership in the Society in accordance with Article II in the ASP By-laws. The Committee is actively involved in recruiting new members and shall actively track and make contact with lapsed members.

The Committee shall prepare a list of members who have died since the last Annual Meeting and prepare a report for presentation to Council and to the membership of the Society at the Annual Business Meeting. The Chair is responsible for providing the Editor of the *Journal of Parasitology* with obituary notices to be published in forthcoming issues of the *Journal*. For Past- Presidents and other especially prominent persons, the Membership Committee needs to recommend to the Editor an author for a concise In Memoriam to be published in *The Journal of Parasitology*.

The Membership Committee shall nominate Distinguished Members Emeriti and Honorary Members for approval by Council and by members attending the Annual Business Meeting. The Committee selects candidates for election as Honorary Members and Distinguished Members Emeriti as provided by Article III, Section 4 and 5 of the ASP By-laws. The Committee Chair should contact the Secretary-Treasurer two to three months after the annual meeting to determine if a vacancy or vacancies exist in either class of membership.

The Committee also makes recommendations, subject to ratification by Council, to the Editor of the *Journal of Parasitology* for individuals to be honored by commemorative issues of the *Journal*.

Recommendations and justifications should be made in writing to Council for consideration. If approved by Council, the Chair will present the recommendation for approval by the membership at the Annual Business Meeting of the Society.

Since the status of members is no longer indicated in the ASP Membership Directory, the Chair of the Committee should contact the Secretary/Treasurer for this information in order to determine which members are retired.

## **PRIORITIES AND PLANNING COMMITTEE**

The Committee consists of six appointed members and is chaired by the President-Elect with the Vice President serving as a non-voting member. Vice Presidents shall be non-voting members from the moment election results are announced. Immediately following the Annual Meeting each year, two members are to be appointed by the President in consultation with the President-Elect. Appointed membership on the Committee rotates, and the length of an appointed member's term is three years. At least two of the appointed members are to be representatives to Council from regional Affiliated Societies.

The Committee is responsible for evaluating Society policy and the priorities thereof and recommending action by the Society to Council. The Committee is responsible for recommending activities to Council that the Society might undertake to further the purpose of the organization as stated in Article II in the ASP By-laws.

## **EDUCATION COMMITTEE**

The Committee consists of seven members, five of which are Active members who serve five-year terms, one new member being appointed by the President each year, and two of which are students who serve two-year terms, one new student member being appointed by the President each year. The Chair of the Committee will be appointed by the President each year. The members should include those who are actively engaged in teaching parasitology and should represent general undergraduate parasitology, graduate education in parasitology, veterinary parasitology, medical technology and medical parasitology. The Committee makes recommendations to Council as well as to the Scientific Program Officer, when appropriate, regarding projects, symposia, and electronic and classical media that will enhance the teaching of parasitology at all levels of education.

The Committee is also responsible for updating the ASP brochures on careers in parasitology. The Committee will also promote the ASP Willis A. Reid, Jr. Student Research Grant Competition and receive applications and select the recipient(s) of the awards. Members of the Committee who are students shall be recused from the receipt of applications and selection of recipients regarding all awards or grants bestowed by the Committee. The Committee is under no obligation to select a recipient for any awards in any year.

## **MEETING SITE COMMITTEE**

The Committee consists of three members with terms of three years and is appointed by the President. The Chair of the Committee shall be appointed by the President each year. The Committee is charged by Council with recommending sites for meetings of the Society several years (preferably five to eight years) in advance of such meetings. The Committee should seek joint meetings with other societies and attempt to select locations on or near a campus where affordable housing for students is available, if possible. The Committee is also responsible for finding a Local Organizing Committee Chair to host the Annual Meeting at the sites recommended.

## **PUBLIC RELATIONS COMMITTEE**

The Public Relations Committee shall comprise six to ten appointed members. The committee Chair is appointed by the President and cannot serve in that capacity more than twice. The terms of each member shall be 3 years, but initially varying from 1 to 3 years to establish subsequent appointments as staggered terms. Members may be reappointed.

The Public Relations Committee shall take the initiative to both recommend and conduct activities that will promote the understanding of parasitology as a discipline and parasitism as a phenomenon among members of the general population, including, when appropriate, elected officials and others with major civic responsibilities. The Committee uses various social media platforms and contacts with print and electronic media to accomplish this promotional goal. It is the responsibility of each Committee member to examine each proposed recommendation or activity with respect to its impact on the Society, both positive and negative, and of the Chair to submit proposed actions to Council if any Committee member believes such action could have a negative impact on the Society's image or ability to pursue its mission. Typical activities to be considered by the Committee include workshops and other means of promoting Society members' ability to interact with media, distribution of materials useful to the general public and educators, press releases describing Society members' accomplishments, responses to media inquiries about parasitological events, management of Society social media accounts and posts, and distribution of information about parasites and parasitism in response to news reports. The Chair can recruit volunteers to help with Committee tasks. The Committee should meet at regular intervals, but no fewer than four times between annual meetings of the Society. The Chair is responsible for reporting Committee activities to Council.

## **DUTIES OF AD HOC COMMITTEE CHAIRS**

Only ad hoc committees which have had or are expected to have an extended life are included in this Handbook. Ad hoc committees are appointed by the President. Chairs of ad hoc committee are responsible for submitting a report when requested by the Secretary/Treasurer for inclusion in the Council Meeting booklet and for publication in the *Journal of Parasitology*.

## **AUDITING COMMITTEE**

The Auditing and Committee is appointed by the President at the time of, or before, the Annual Meeting and should be composed of one to two members. Alternatively, the Business Advisory Committee can serve as the Auditing Committee.

The Auditing Committee is responsible for examining the financial affairs and bookkeeping of the Secretary-Treasurer's Office, the *Journal of Parasitology* Editorial Office, and the ASP Newsletter Editorial Office.

## **RESOLUTIONS COMMITTEE**

The Resolutions Committee is appointed by the President at the time of, or before, the Annual Meeting. The Resolutions Committee must prepare resolutions thanking one and all responsible for the success of the meeting, present these resolutions orally at the Annual Business Meeting, and submit the



resolutions in writing to the Secretary/Treasurer for inclusion in the Annual Business Meeting Minutes to be published in the *Journal of Parasitology*.

### **LOCAL ORGANIZING COMMITTEE**

The Committee is selected by the person (or persons) who agree to host the Annual Meeting and should consist of a minimum of five to ten (or more) people. The Committee oversees all aspects of the Annual Meeting, including housing arrangements, banquet, special events such as the auction, student-sponsored party, and student workshop, etc. The Committee must work closely with the Scientific Program Officer, Student Council Member-at-Large, and Secretary/Treasurer on meeting arrangements. However, the Secretary/Treasurer must approve all contractual agreements associated with the meeting.

The LOC must obtain data (statistics and costs, etc.) listed in Table 1 of the Priorities and Planning Committee (2019 Council Booklet, pg. 31) and share them with Council within two (2) months of the conclusion of the annual meeting.

The Secretary/Treasurer will provide funds to help the Committee make early arrangements. Once all expenses have been paid, it is expected that the funds will be passed on to the next Local Organizing Committee. The Committee should work with the Scientific Program Officer to prepare the Call for Papers in the fall prior to the meeting the following summer.

The Committee is strongly encouraged to solicit funding for the meeting from local firms and/or academic institutions.

### **DUTIES OF REPRESENTATIVES TO VARIOUS AGENCIES AND SOCIETIES**

ASP Representatives of the following agencies and societies should monitor the activities of the agency and report these to Council, in writing, when requested by the Secretary/Treasurer:

- American Association of Veterinary Parasitologists (AAVP)
- American Association of Zoological Nomenclature (AAZN)
- American Board of Medical Microbiology (ABMM)
- American Institute of Biological Sciences (AIBS)
- Association of Systematic Collection (ASC)
- American Type Culture Collection (ATCC)
- Coalition for Education in Life Sciences (CELS)
- Committee for the National Institute for the Environment (CNIE)
- Federation of Societies for Parasitology (FSP)
- National Committee on Clinical Laboratory Standards (NCCLS)
- National Institute of Allergy & Infectious Diseases (NIAID)
- National Research Council, Board on Basic Biology (NRC)
- World Federation of Parasitologists (WFP)

## **DUTIES OF AFFILIATE SOCIETY REPRESENTATIVES**

Representatives of the Affiliate Societies listed below should attend the Annual Council Meeting. They are non-voting attendees but are encouraged to participate fully in discussions of the topics under consideration.

Representatives must submit an annual report in writing to the Secretary/Treasurer, when requested, that will be published in the *Journal* and will be included in the Council Meeting booklet.

Representatives should report back to their affiliates on significant actions and discussions by Council. Representatives should encourage members of their affiliates to join the parent Society and make membership applications available at the affiliate meetings.

Representatives are also responsible for submitting the names of the winners of the best student paper competition at their annual meeting to the ASP Secretary/Treasurer and the Chair of the ASP Student Awards Committee for consideration of a Marc Dresden Student Travel Award for funds to assist in travel to attend the Annual Meeting of the American Society of Parasitologists and present their paper.

Midwestern Association of Parasitologists (MAP) - Formerly Annual Midwestern Conference of Parasitologists (AMCOP)

Helminthological Society of Washington (HELMSOC)

New England Association of Parasitology (NEAP)

Northern California Society for Parasitologists (NCSP)

Parasitology Section of the Canadian Society of Zoologists (CSZ)

Rocky Mountain Conference of Parasitologists (RMCP)

Southeastern Society of Parasitologists (SSP)

Southern California Society of Parasitologists (SCSP)

Southwestern Association of Parasitologists (SWAP)