

The Acarological Society of America

General Protocol and Procedures

Authored by M. A. Houck

Approved by the Executive Committee of the Acarological
Society of America
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**The Acarological Society of America
General Protocol and Procedures
Authored by M.A. Houck and S.J. Bolton**

Executive Committee

According to the Constitution of the Acarological Society of America, the Executive Committee consists of: the President, the President-Elect, the immediate Past President (ex officio), the Secretary/Treasurer and six Members-at-large who serve three (3) years, in staggered terms. In addition, by tradition, the ASA Historian and the Newsletter Editor are invited to attend all Executive Committee meetings as observing (non-voting) participants.

Duration of the Terms of the Officers

The President serves the Society for one (1) year as President-Elect, one (1) year as President and a third year in an ex officio capacity. The Secretary/Treasurer serves a three (3) year term, and the Executive Committee members serve for three (3) years.

Functions and Responsibilities of the Executive Committee Members:

The tasks and responsibilities of the Executive Committee are not fixed and are relative to the needs and functions of the Society. The conventional ongoing responsibilities are as follows:

- 1.) Authorize all expenditures by the Secretary/Treasurer, on behalf of the Society.
- 2.) Select the topic for the Formal Conference Symposium for the following year. Select a moderator/chair for the symposium.
- 3.) Establish the Student Award's Nominating Committee for the following year, as appropriate.
- 4.) Discuss and resolve any problems or issues confronting the Society, and appoint all standing committees and ad hoc committees.
- 5.) Attend the Executive Committee Meeting prior to the Formal Conference on Acarology. This is usually held on the Saturday preceding the Annual Meeting.
- 6.) Attend the Executive Committee Meeting following the Formal Conference on Acarology. This is usually held over the noon hour on the Monday following the Annual Meeting.

The Election of Officers (new section added in October, 2019 and approved by the board)

According to the direction of the Constitution, there are two (2) names submitted (in nomination) each year for the offices of President-Elect and Secretary/Treasurer, and four (4) names offered in nomination for the Executive Committee, of which two (2) are elected.

Additional nominations are also accepted from the floor during the Annual Business meeting, prior to the balloting.

Elections are held every year at the ASA Annual Meeting. Ballots are submitted, and votes tallied, during the annual business meeting, which follows the Acarological Formal Conference. Candidates receiving a majority of positive votes are declared elected. Elected officers assume office at the close of the business session.

Checklist

Symposium Chair for the Acarological Society of America

Timetable: To be accomplished no later than early January following election to office

1.) Notify the Program Chair of the ESA, in writing, that the ASA intends to hold a Formal Conference in conjunction with the next ESA Annual Meeting:

- a.) Tell him/her that we customarily meet on Sunday prior to the ESA sessions and request that this schedule be continued.
- b.) Notify him/her of the title of the Symposium and the names and addresses of the Moderator(s) of the Symposium and Contributed Papers Session.
- c.) Inform him/her that we will need a room to accommodate a maximum of approximately 200 attenders at these meetings.
- d.) State that the ASA holds a Business meeting immediately following the afternoon session of the Formal Conference on Acarology. The meeting is to be held in the same location as the Formal Conference and usually lasts about one hour, followed by a nohost cash bar social.

2.) Formal Conference responsibilities:

- a.) Confer with the President-Elect concerning the contributed papers session, and offer assistance in any way possible.
- b.) Confer with the Moderator and/or Organizer concerning the Symposium and offer assistance in any way possible.
- c.) Send a formal announcement to the ESA Newsletter calling for papers to be submitted to the ASA Formal Conference, and for student submissions for the ASA student competition, for the following year. The ESA Newsletter needs about three (3) months lead-time for publication. If the announcement is submitted in December, it will come out in March, allowing plenty of time for the membership to consider participation at the following December meetings.
- d.) Send a formal announcement to the ASA Newsletter calling for papers to be submitted to the ASA Formal Conference, and for student submissions for the ASA student competition, for the following year.

3.) Draft and mail a congratulatory letter to the successful candidates of the election held at the previous Annual Meeting: President-elect, Executive Committee members (2 new

members), and Secretary/Treasurer (if renewed in that election).

4.) Draft and mail a letter to the newly elected officers concerning their responsibilities for the coming year: President-elect, Executive Committee members (2 new members), and Secretary/Treasurer (if renewed in that election).

5.) Check with the ASA Newsletter Editor as to the progress concerning the construction and circulation of the minutes and information resulting from the Annual Meeting.

6.) Record and update the list of new Officers for the Archives.

7.) Keep complete files of all correspondence and activities, on behalf of the ASA, and pass all necessary information and correspondence concerning unresolved business to the President-Elect at the closure of the Presidency. At the discretion of the President, all non-personal correspondence should remain in the archives of the Society. The archives are in the care of the ASA Historian. Files are exchanged at the time of the Annual Meeting.

8.) Receive official letter-head for Society correspondence from the immediate PastPresident.

Timetable: Ad Lib. (Approximately between July and November of the President's term)

1.) Organize the Officer's Nominating Committee. The Officer's Nominating Committee traditionally consists of four members: the immediate Past-President (Chair), the President, and the two outgoing Members of the Executive Committee. In the event that any member cannot serve, a replacement may be appointed by the President.

a.) The immediate Past-President and/or President will poll the Nominating Committee members (usually by phone or FAX) concerning their recommendations for the selection of two (2) Presidential candidates, four (4) Executive Committee candidates, and two (2) Secretary/Treasurer candidates (if required). Advice also may be solicited as to the position of Newsletter Editor and/or ASA Historian.

b.) Phone or write to the nominated candidates and acquire approval to place their names on the ballot.

c.) Send acknowledgement letters to the nominated candidates, after they have accepted the nomination, thanking them for agreeing to have their names brought forward for nomination.

d.) Notify all Nominating Committee members of the acceptance and rejection by potential candidates.

2.) Assist the Society by identifying potential new members, where possible, and forward their names to the Secretary/Treasurer for correspondence and a copy of the Newsletter.

Timetable: Approximately one month prior to the Annual Meeting

1.) Compose and Xerox the ballots for the upcoming election at the Annual Business

meeting.

2.) Notify the Officers (president-Elect, Executive Committee, Secretary/Treasurer, Historian, and Newsletter Editor,) regarding the time and location of the Board meeting on Saturday evening prior to the regular Annual Meeting. This meeting is usually held in the hotel suite of the ASA President. Mail the agenda for this meeting to the Officers prior to the meeting. Allow at least a month for the Officers to read and respond to the information so additions/corrections can be made in a timely manner and so that a revised agenda may be ready for the Annual Business Meeting.

3.) Contact the Chairman of the Student's Award Committee concerning the progress of plans to assure that arrangements for the judging of the student competition are on schedule.

4.) Contact the person responsible for the Student's Award plaque, to assure that arrangements for the presentation are on schedule.

Timetable: During the ASA Annual Meeting

1.) Open the meeting and preside at the beginning of the ASA Annual Business meeting.

2.) Transfer the Office of Presidency to the President-Elect at the conclusion of the meeting.

**Office of the President-Elect of the Acarological Society of America
Functions and Responsibilities
(Chronological Order)**

Timetable: July prior to the Annual Meeting

Organize the program for the Contributed Papers Session for the Annual Meeting.

a.) The abstracts of the submitted papers will be mailed to the President-Elect by the Program Chair of the Entomological Society of America about the first week of July.

b.) The number of contributed papers will determine whether or not concurrent sessions will be held.

c.) The papers must be arranged into a logical sequence according to the content of the abstracts, allowing for approximately a 10–12 minute break in the middle of the session, and returned to the Program Chair in a timely manner (usually within two weeks). It has been our experience that attendance is higher if the papers are ordered with the similar topics grouped together (e.g. systematic, applied, etc.).

d.) With the program, you will be asked to submit the complete names and addresses of the organizer and moderator(s) for the Contributed Papers Session.

e.) Following the submission of the program, the Program Chair of the ESA will respond with the formal and final details of the Program. This letter arrives around the first week of August.

f.) Please note that only slide projectors are provided for the meetings and special arrangements must be made well in advance (and in writing) for any additional equipment. Rental of video equipment, for example, must be paid for by individual

speakers (usually by Visa or MasterCard) ahead of time, and the ASA does not assume responsibility for the charge.

g.) Forward a copy of the final program to the participants of the Contributed Papers Session, informing them of the order, time and length of presentations. Thank them for their participation.

h.) Select a co-moderator, if he/she chooses to do so.

i.) Assign a projectionist for the Contributed Papers Session, following the Annual meeting at which he/she is elected.

Timetable: In October or November prior to the Annual Meeting

Plan the no-host Social Mixer for the up-coming meeting:

a.) Call the host-hotel where the meetings are to be held and solicit a menu for appetizers and the cost for a no-host bar with service attendants (bartender etc.). The average cost of the Mixer is \$300-400.00.

b.) Organize, schedule and arrange for the billing of the Mixer. This is usually paid for in advance, using a personal credit card. The Treasurer of the ASA will reimburse expenses following the Mixer.

c.) Make up fliers stating the time, place etc. of the Mixer for posting near the meeting room. The Mixer traditionally follows the ASA Business Meeting and is held either in the same room or in a nearby room or corridor.

Timetable: During the Annual Meeting

1.) Moderate the Contributed Papers Session for the Annual Meeting at the meeting following his/her election.

a.) Moderators are responsible for maintaining the schedule and timetable of the printed program.

b.) The stopwatch timer and pointer for the Session must be picked up by the Moderator, at the designated audiovisual room, prior to the Session and returned immediately after the Session.

c.) If a particular speaker does not show up, it is not advisable to continue with the program sequence. It is appropriate to suspend the program until the time of the next scheduled paper.

2.) With the aid of one Executive Committee Member, tally the votes for the election of officers and report results to the President, for presentation to the membership during the Annual Business Meeting.

3.) Close the Annual Business Meeting. Thank the outgoing President for serving the Society.

Symposium Chair for the Acarological Society of America Functions and Responsibilities (Chronological Order)

Timetable: December, one year preceding the next Annual Meeting;

- 1.) Notify the Program Chair of the ESA of the title and format of that Symposium.
 - a.) There is a formal form to be completed for this and it is best to acquire and complete this before leaving the convention center. If that is not feasible, it should be done immediately following the Annual meetings.
 - b.) The Symposium usually precedes the Contributed papers session of the Formal Conference, but this order is flexible and dependent on circumstances.

- 2.) Invite participants for the Symposium and try to have the program established by March or April.

- 3.) Write to the ESA Program Chair with the details of the Program.

- 4.) Be sure to send out information concerning registration and hotels to all non-ESA speakers who would otherwise not receive this information.

- 5.) There is usually some travel and honoraria funds set aside by the ESA for foreign or nonESA distinguished participants. If the ASA has invited someone in this category for the Symposium Program, it is advisable to solicit the ESA Program Chair for a request for consideration early in the planning (preferably in January). Competition for the funds is high and they become quickly exhausted. i

**Chair, Awards Committee of the Acarological Society of America
Functions and Responsibilities
(Chronological Order)**

Timetable: March. prior to the Annual Meeting

- 1.) Contact the President-Elect about the student-competition award and any other possible awards-generating activities that will occur at the annual meeting.

- 2.) Develop or adapt the application form(s) for the competitions and send them to the Symposium Chair for distribution, if applicable.

- 3.) Contact the Symposium Chair and discuss the format of the student competition (i.e., symposium, submitted paper) and any other competitions at the annual meeting, the format of the evaluation form(s) for the competitions, and any problems (conflict of interest of a judge with a participant, number of participants, eligibility of the participants etc.).

Timetable: July, prior to the Annual Meeting

- 1.) Contact the person who is responsible for the preparation of the competition plaque(s) and the Treasurer to be sure they are reminded of the need for the plaque(s) and winners' checks at the annual meeting.

- 2.) Receive the competitors' abstracts from the Symposium Chair.

Timetable: September. prior to the Annual Meeting

- 1.) Develop the evaluation form(s) for the competitions and send them to the judges, Symposium Chair and President-Elect for their review and modification.
- 2.) Finalize the format of the evaluation form(s) and send copies to the judges, Symposium Chair, President-Elect and competitors for their information.

Timetable: November. prior to the Annual Meeting

- 1.) Develop a cover letter to the competitors' forms thanking them for entering the competition and informing them of the time and place of their paper presentations at the meeting. Send copies of the cover letter to the judges, Symposium Chair, President and President-Elect.
- 2.) Receive any paper cancellations or changes to the schedule and notify the judges, Symposium Chair and President-Elect of these.
- 3.) At the meeting, arrive in time for the President's meeting and meet with the judges before the competitions, to ensure all is in readiness and to resolve any final problems. Check with the Symposium Chair that projection equipment and a projectionist are scheduled.
- 4.) On the day of the competition, check the room early to ensure that it is properly set up and the projection equipment is in place.
- 5.) Judge the competition(s), meet with the other judges to determine the winners and solicit from them written constructive comments to be sent to you by an agreed upon date after all return to their respective campuses, such comments to be sent to the competitors to help them in future presentations.

Timetable November, prior to the Annual Meeting

- 1.) Attend the business meeting and announce the winners of the competitions and present the awards.
- 2.) Upon returning to your home campus, collect the judges' comments and collate them. Develop a letter for the competitors thanking them for their participation and excellent presentations in the competitions and use it as a cover letter for forwarding the judges comments to them for their use. Send copies of the cover letter only to the judges and the President (formerly the President-Elect).

Agenda for the Executive Committee Meeting Held Prior to the Formal Conference

- 1.) Select the Symposium Topic for the following year's Formal Conference. The topic is announced at the Annual Business Meeting, following the Formal Conference.

- 2.) Establish the Award's Nominating Committee for the following year.
- 3.) Discuss and resolve any problems or issues confronting the Society.
- 4.) Select the replacement members for the Student Awards Committee for the following year.

Checklist

Office of the President of the Acarological Society of America

January:

- Notify the Program Chair of the ESA, in writing, concerning the details of the ASA Formal Conference.
- Confer with the President-Elect concerning the contributed papers session, and offer assistance in any way possible.
- Confer with the Moderator and/or Organizer concerning the Symposium and offer assistance in any way possible.
- Send an announcement to the ESA Newsletter calling for papers to be submitted to the ASA Formal Conference.
- Send a formal announcement to the ASA Newsletter calling for papers to be submitted to the ASA Formal Conference,
- Send a congratulatory letter to the successful candidates of the election held at the previous Annual Meeting and tell them of their responsibilities.
- Check with the ASA Newsletter Editor as to the progress concerning the circulation of the minutes and information resulting from the Annual Meeting.
- Update the list of new Officers for the Archives.

July-November:

- Poll the Nominating Committee members concerning their recommendations for the selection of officers.
- Contact the nominated candidates and acquire approval to place their names on the ballot.
- Send acknowledgement letters to the nominated candidates, after they have accepted the nomination.
- Notify all Nominating Committee members of the acceptance and rejection by potential candidates.

One month prior to the Annual Meeting:

- Compose and Xerox the ballots for the upcoming election at the Annual Business meeting.
- Notify the Officers regarding the time and location of the Board meeting on Saturday evening prior to the regular Annual Meeting.
- Contact the Chairman of the Student's Award Committee concerning the progress of plans to assure that arrangements for the judging of the student competition are on schedule.
- Contact the person responsible for the Student's Award plaque, to assure that arrangements for the presentation are on schedule.

During the Annual Meeting:

- Conduct the Executive Committee Meeting prior to the Annual Business Meeting.
- Conduct the Annual Business Meeting.
- Attend the Executive Committee Meeting following to the Annual Business Meeting.

Checklist**Office of the President-Elect of the Acarological Society of America***July:*

- Organize the program for the Contributed Papers Session for the Annual Meeting.
- Forward a copy of the final program to the participants of the Contributed Papers Session.
- Select a co-moderator, if appropriate.
- Assign a projectionist for the Contributed Papers Session.

October or November:

- .Plan the no-host Social Mixer for the up-coming meeting.
- .Make up fliers stating the time, place etc. of the Mixer.

During the Annual Meeting:

- Moderate the Contributed Papers Session for the Annual Meeting
- Retrieve the stopwatch timer and pointer for the Session from the designated audiovisual room, prior to the Session and returned immediately after the Session.
- Tally the votes for the election of officers and report results to the President during the Annual Business Meeting.
- Close the Annual Business Meeting.

Checklist**Symposium Chair for the Acarological Society of America***December:*

- Notify the Program Chair of the ESA of the title and format of that Symposium.
- Invite participants for the Symposium.
- Write to the ESA Program Chair with the details of the Program.
- Solicit the ESA Program Chair for travel funds for non-ESA participants.

Checklist:**Chair, Awards Committee***March:*

- Contact the President-Elect about the student-competition award.
- .Develop or adapt the application form(s) for the competitions and send them to the Symposium Chair for distribution.

__ Contact the Symposium Chair and discuss the format of the student competition, evaluation form(s), etc.

July:

__ Contact the person responsible for the preparation of the competition plaque(s), and the Society Treasurer concerning payment for the plaque(s).

__ Receive the competitors' abstracts from the Symposium Chair.

September:

__ Develop the evaluation form(s) for the competitions and send them to the Judges, Symposium Chair and President-Elect for their review and modification.

__ Finalize the format of the evaluation form(s) and send copies to the Judges, Symposium Chair, President-Elect and competitors.

November:

__ Develop a cover letter to send to the competitors, thanking them for entering the competition and informing them of the time and place of their paper presentations at the meeting.

__ Send copies of the cover letter to the Judges, Symposium Chair, President and President-Elect.

__ Receive any paper cancellations or changes to the schedule and notify the Judges, Symposium Chair and President-Elect of these.

__ Check with the Symposium Chair that projection equipment and a projectionist are scheduled.

December (During the ASA Meetings):

__ At the meeting, arrive in time for the President's meeting and meet with the Judges before the competitions, to ensure all is in readiness, and to resolve any final problems.

__ On the day of each competition, check the room early to ensure that the projection equipment is in place.

__ Judge the competition(s), meet with the other judges to determine the winners and solicit from them written constructive comments to be sent to you by an agreed upon date after all return to their respective campuses, such comments to be sent to the competitors to help them in future presentations.

__ Attend the business meeting and announce the winners of the competitions) and present the awards.

__ Upon returning to your home campus, collect the judges' comments. Develop a letter for the competitors thanking them for their participation and excellent presentations. Forwarding the judges comments to competitors.

__ Send copies of the cover letter only to the Judges and the President (formerly the President-Elect).