

POULTRY SCIENCE ASSOCIATION CONSTITUTION AND BY-LAWS¹

ARTICLE 1

Name

Section 1. The name of this Association shall be the Poultry Science Association, Inc.

ARTICLE 2

Objective

Section 1. The objective of this Association shall be the advancement of knowledge and technology in Poultry Science, especially as it relates to resident and extension teaching, research, and technical service.

ARTICLE 3

Membership

Section 1. Membership in this Association shall consist of four classes: Active, Student, Emeritus, and Honorary.

Section 2. An Active member shall be defined as any person having an interest in poultry science who pays an annual membership fee established by the Poultry Science Association, Inc. An active member shall have all the rights and privileges of this Association.

Section 3. A Student member shall be defined as any undergraduate or graduate student who is duly registered or enrolled for a degree or diploma in a recognized college, university, or institution as a full-time student and who is following a curriculum in or closely related to poultry science or an allied field. Graduate student members shall have all the rights and privileges of this Association. Undergraduate student members shall have all the rights and privileges of this Association except that they shall not vote or hold office.

Section 4. An Emeritus member shall be defined as follows:
(a) A member of the Association who has attained 70 years of age; or (b) an active member of the Association who has attained a retired status and is no longer in receipt of a regular salary for work in the poultry area. An Emeritus member shall have all the rights and privileges of this Association. (Refer to the By-Laws: Article 7, Section 3 for specifics.)

Section 5. An Honorary member shall be defined as any individual, not an Active or Emeritus member of the Poultry Science Association, Inc., who has, over a period of many years, distinguished himself or herself through exceptional contributions to the advancement of poultry science or the poultry industry. The nominee should have made contributions leading to national or interna-

tional prominence. Honorary members shall have all the rights and privileges of this Association except that they shall not vote or hold office. The name of any individual who has been elected to Honorary membership shall remain on the list of members of the Association until removed (1) at the request of the individual, (2) as provided in Article 4, Section 2, or (3) upon the death of the Honorary member.

ARTICLE 4

Principles of Ethical Conduct

Section 1. To ensure integrity of the Poultry Science Association, its members must respect and adhere to high fundamental ethical standards. Members of the Association must be morally accountable for scholarly activity, follow the highest principles in scientific conduct, and treat animals in our care with dignity. Furthermore, members should neither use position within the Association nor publish information to benefit vested interests.

Section 2. Any member who shall be found guilty of an offense not in keeping with the dignity and honor of the Association may be expelled by a two-thirds vote of the members of the Board of Directors, which shall receive and weigh evidence for and against the member accused. The member shall have the right of appeal to the Association at its next Annual Meeting. It shall require a majority of all ballots cast to overrule the decision of the Board of Directors.

ARTICLE 5

Annual Dues and Subscription Rates

Section 1. The annual dues of the Association shall be fixed by a majority vote of the Active and Emeritus members present and voting at any annual meeting.

Section 2. Emeritus and Honorary members shall be exempt from payment of regular annual dues. It is provided that they may receive *Poultry Science* upon payment of a subscription rate set by the Board of Directors.

Section 3. All Active and Student members in good standing shall receive a subscription to the official publication, *Poultry Science*, as part of the annual dues.

Section 4. A subscription rate by which nonmember individuals and organizations may obtain the publication shall be established by the Board of Directors.

Section 5. Any member whose dues have not been paid by June 1 of the current year shall be considered to have forfeited membership.

Section 6. Persons who have been dropped from membership because of nonpayment of dues will be reinstated upon resumption of payment of membership dues. (See Appendix under Membership.)

¹Updated July 2006.

ARTICLE 6**Fellows**

Section 1. A body of "Fellows" shall be chosen from the active, active prior to death, or the emeritus membership of the Association. The title "Fellow" shall be granted for professional distinction and contributions to the field of poultry science without regard to longevity. A suitably inscribed memento shall be presented to each Fellow.

ARTICLE 7**Officers and Governing Bodies**

Section 1. The officers of this Association shall be the President, First and Second Vice Presidents, Secretary-Treasurer, and seven (7) Directors who shall constitute a Board of Directors of eleven (11) members.

Section 2. The term of office for all officers shall be one year except for six of the Directors, whose terms shall be three years. The Past President automatically becomes the other Director each year. The individual will serve only one year in this capacity. If elections are not held at the regular time, the officers will continue in office until their successors are elected.

Section 3. The President may not be elected to serve for two consecutive years.

Section 4. No more than two elected officers shall be from the same institution or organization at the time of their election.

Section 5. The Secretary-Treasurer may not be elected to serve for more than three consecutive years.

Section 6.

- (a) An Executive Committee shall consist of the President, First and Second Vice Presidents, Secretary-Treasurer, and the Immediate Past President and shall act on behalf of the Board of Directors as the governing body of the Association in routine matters during the interim between meetings of the Board of Directors.
- (b) The President of the Association shall serve as the presiding officer and voting member of the Executive Committee. The Secretary-Treasurer shall record all transactions of the Executive Committee.
- (c) The Executive Committee may meet periodically at the call of the President. A quorum shall consist of four-fifths of the Executive Committee members. Voting on issues by members of the Executive Committee may be by telephone or electronic communication. A unanimous vote will be required for passage of an issue by this committee.

ARTICLE 8**Election of Officers**

Section 1. The officers shall be elected by ballot at the Annual Meeting. For members unable to register and attend the annual meeting, an absentee ballot for the election of officers may be requested by contacting head-

quarters at least 30 days prior to the meeting. Headquarters must receive absentee ballots at least 14 days prior to the annual meeting in order for ballots to be counted at the annual business meeting. Opportunity to write in candidates for officers and members of the Nominating Committee will be offered in absentee ballots. Absentee ballots will be given to the tellers at the business meeting. The head teller is responsible for obtaining verification that individuals submitting absentee ballots are not registered for the annual meeting.

Section 2. Nominations shall be made by the Nominating Committee. A slate of one or more nominees shall be proposed for each office by the Nominating Committee. Additional nominations may be made from the floor or by absentee ballots. When only one candidate is nominated, he or she may be elected by motion or acclamation. In the event that two or more candidates are nominated, the candidate receiving the plurality and having at least 30% of the ballots cast shall be declared elected. In the event that no nominee is elected, only the names of the three nominees who obtained the most votes on the first ballot shall be considered on the second ballot.

Section 3. The newly elected officers shall assume the duties of their offices immediately at the close of the Annual Meeting.

Section 4. Vacancies in office occurring between annual meetings shall be filled, if necessary, by a majority vote of the Board of Directors.

ARTICLE 9**Duties of Officers**

Section 1. The duties of the President shall be to preside at all meetings of the Association and of the Board of Directors and to perform the usual duties of that office. The president shall appoint all committees not otherwise provided for, including such temporary committees as the President or the Board of Directors shall deem advisable, and shall sign all checks or drafts or orders on the funds of the Association except as provided for in Article 9, Sections 4 and 5.

Section 2. The duties of the Vice Presidents: In the event of the absence of the President or his or her inability to act, the First Vice President shall perform the duties of the President. In the case of the absence or inability to act of both the President and the First Vice President, the Second Vice President shall perform the duties of the President.

Section 3. The duties of the Secretary-Treasurer shall be:

- (a) To take minutes of all meetings of the Executive Committee, the Board of Directors, and the Annual Meeting and to provide written reports of these meetings.
- (b) To make appropriate financial reports at each Annual Meeting.

Section 4. When it is in the best interest of the Association, the Board of Directors may appoint an Executive Director for an indefinite period to handle the day to day business activities of the Association. Appropriate bonds will be given to the Association by any person

appointed to handle the business affairs of the Association. When authorized by the Board of Directors, checks written to disburse Association funds may be signed by the President, Secretary-Treasurer, Executive Director, or Designated Individual.

Section 5. The Editor-in-Chief of *Poultry Science* and the Editor-in-Chief of *The Journal of Applied Poultry Research* may attend all Board of Directors' meetings and may speak to a motion or matter under discussion, but shall have no vote.

Section 6. The duties of the Board of Directors shall be to have general charge of the affairs of the Association when it is not in annual session.

ARTICLE 10

Committees

Section 1. The President shall appoint a General Program Committee Chairperson and General Program Committee Chairperson-elect who will designate the members of their committee. The duties of the Program Committee shall be to prepare the program for the succeeding Annual Meeting. The President and the Secretary-Treasurer shall be *ex officio* members of this committee.

Section 2. There shall be a Nominating Committee consisting of the four most-immediate Past Presidents present at the meeting with three elected members, none of whom shall be Past Presidents, whose duties shall be to nominate candidates for elective officers of the Association. Elective members shall be nominated from the floor and by absentee ballot and elected by the membership at the Annual Meeting. The period of service for elected members shall be three years with one being elected each year. Members are not eligible for reelection. The immediate Past President will serve as Chair. In the case of the absence of any elected member, the President shall appoint a substitute.

Section 3. There shall be Publication Committees for *Poultry Science* and for *The Journal of Applied Poultry Research* each consisting of the Editor-in-Chief and the Section/Subject Editors. The President, Secretary-Treasurer, and Managing Editor will serve as *ex officio* members of both Publication Committees.

(a) The Editors-in-Chief and Section/Subject Editors of *Poultry Science* and *The Journal of Applied Poultry Research* are appointed by the Board of Directors to a three-year term, subject to reappointment for one additional three-year term. Outgoing editors may be appointed to other duties on the Editorial Board the year after their term expires; however, a one-year period must elapse before the editor can be reappointed to the same position. The Associate Editors/Review Board for *Poultry Science* and the Editorial/Review Board for *The Journal of Applied Poultry Research* are appointed by their Publications Committees for three- and one-year terms, respectively.

(b) The Publication Committees shall have charge of all technical editorial details connected with publication of the journals and newsletter as authorized by the

Board of Directors. All business details connected with the publication and sale of the journals and newsletter shall be the responsibility of the Secretary-Treasurer, or the Executive Director, as authorized by the Board of Directors.

Section 4. There shall be Award Committees appointed by the Board of Directors whose duties shall be to make all arrangements in connection with the various awards and to bring before the Board of Directors their recommendations as to the recipients of the awards. The announcement of the awards shall be made at the time of the Annual Meeting.

Section 5. There shall be a Fellows Committee appointed by the Board of Directors whose duties shall be to receive nominations from the membership of the Association for consideration as Fellows and to make recommendations to the Board of Directors on the basis set forth in Article 6 of the Constitution and Article 8 of the By-Laws of the Association. The Fellows Committee shall consist of five members appointed for a period of five years, one member being replaced each year.

Section 6. There shall be a Long-Range Planning Committee appointed by the Board of Directors whose duties shall be to provide counsel and recommendations to the officers and members on issues that have potential impact on the long-range mission and direction of the Association. The committee shall consist of nine persons, three being replaced each year. The committee is to select its own chair. The members of the committee shall broadly represent the membership with respect to institutions/organizations, disciplines, and interests. The agenda of the committee shall be set in conjunction with the Board of Directors; however, the committee is encouraged to determine and recommend issues to be reviewed and resolved.

Section 7. There shall be a committee whose duty is to administer the activities of the United States of America (USA) Branch of the World's Poultry Science Association (WPSA). The activities of USA Branch of the WPSA include: 1) the exchange of knowledge in all areas of poultry science in accord with Article II of the Constitution of the WPSA; 2) cooperation with trade associations in promoting better understanding among the poultry industries of all countries; 3) the promotion of poultry scientist's participation in international efforts related to poultry science and the poultry industry; 4) providing for the participation of the USA members in the World's Poultry Congresses by enlisting the cooperation of appropriate government agencies to facilitate the accreditation of an official delegation, by promoting industry participation in the Congresses, and by securing travel grants for members to participate in the Congress program; 5) increasing USA membership in the WPSA; 6) nominating candidates for membership on the Council of the WPSA; 7) providing USA councilors and participating in the meeting of the WPSA Councilors at each World Congress; and 8) conducting other functions, as may arise, related to the interests of the USA poultry industry in its relationship to the WPSA. The committee

shall consist of six individuals who are members of the USA Branch of the WPSA in good standing and who have a demonstrated interest in international poultry activities. Each committee member will serve four-year terms, with the committee electing its own President, Vice-President, and Secretary-Treasurer every 4 years. The President, Vice-President, and Secretary-Treasurer will begin serving their terms in January of the year following the World Congress. One half of the members of the committee will be chosen every two years: during the year of the World Congress and during the second year following the Congress. The President of the Poultry Science Association, Inc. will serve as *ex-officio* member with the right to vote only during a tiebreaker. In the event that the President of the Poultry Science Association is not a member of the USA Branch of the WPSA, the Board of Directors of the Poultry Science Association will appoint an individual who is a member of the USA Branch of the WPSA to serve as *ex-officio* member. The President of the Poultry Science Association will appoint one individual who is a member of the USA Branch of the WPSA during each appointment year, and the membership of the USA Branch of the WPSA will elect two other members by ballot during June of each election year. The standing committee shall select the names on the ballot for the elected positions, with a provision for write-in candidates. The two individuals with the highest vote from those nominated during the World Congress year will also serve as members of the board of the Poultry Science Association Foundation, Inc. (Article 9 of the Bylaws) during their four-year term. Committee members appointed or elected during the year of the Congress will begin their service on the Committee in January following the World Congress. Those members appointed or elected two years after the World Congress will begin their terms on the Committee in January following their election. The funds of the USA Branch of the WPSA will be placed in a restricted account within the Poultry Science Association Foundation, Inc. (Article 9 of the Bylaws). Expenditure of these funds must be approved by the standing committee of the USA Branch of the WPSA, which will request dispersal of funds in a manner consistent with the goals of the WPSA.

Section 8. Other committees may be appointed by the President, after consultation with the Board of Directors, as deemed necessary for the conduct of Association affairs and attainment of the Association's objectives.

Section 9. If a person is removed from a committee for any reason, the successor is to be selected to serve the remainder of the term for which the original member was appointed.

ARTICLE 11

Meetings

Section 1. The Annual Meeting shall be held at such time and place as shall be designated by the Board of Directors.

Section 2. Special meetings of the Board of Directors may be called by the President and must be called upon the written request to the President by five members of the Board of Directors or one-fifth of the membership of the Association.

Section 3. Notice of all meetings of the Board of Directors shall be mailed to each member of the Board of Directors by the Secretary-Treasurer, or Executive Director at least ten days before such meetings are held.

ARTICLE 12

Procedures for Dissolution

Section 1. In the event dissolution of the Association becomes desirable, the Board of Directors shall adopt a resolution recommending the dissolution of the Association and a plan for the distribution of the assets and accrued income. The Board of Directors shall simultaneously submit to the voting members of the Association, as specified in Article 3 of the Constitution, the question of dissolution and the plan for distribution of assets. The question of dissolution and plan of distribution of assets together with a ballot shall be sent to each voting member at the last known address. The resolution and plan to dissolve the Association will become effective upon approval by a three-fourths majority vote of the ballots within 60 days of the mailing date of the ballot.

Section 2. Upon dissolution of the Association, the Board of Directors shall, after paying or making provisions for payment of all liabilities of the Association, dispose of all assets and accrued income of the Association to an organization or organizations organized and operating explicitly for educational or scientific purposes and at the time qualified as an exempt organization or organizations under Section 501 (C)(3) of the Internal Revenue Code of 1954 (or future provisions of the Internal Revenue Code), as the Board of Directors of the Association shall determine.

BY-LAWS

ARTICLE 1

Suggested Order of Business at the Annual Meeting

Standing appearance of Active and Emeritus members
Minutes of the last meeting
Report of the Secretary-Treasurer
Report of the Editors-in-Chief
Report of the Board of Directors
Foundation Report
Election of officers
Report of other standing committees
Report of special committees
Election of new members
Unfinished business
New business

ARTICLE 2**Funds**

The President, Secretary-Treasurer, Executive Director, or Designated Individual shall not pay out the funds of the Association for any extraordinary expense without the authority of the Board of Directors. No committee shall render the Association liable to an amount exceeding that appropriated to it by the Board of Directors.

ARTICLE 3**Tellers**

At the Annual Meeting, the President shall appoint tellers whose duties shall be to have charge of the election.

ARTICLE 4**Amendments**

Section 1. The Constitution and By-Laws may be altered or amended only by a two-thirds vote of the Active and Emeritus members present and voting at any annual meeting after each member of the Association has had 30 days' notice in writing of the proposed amendments.

Section 2. The Appendix may be altered or amended by a majority vote of the Board of Directors or by the majority vote of the Active and Emeritus members present and voting at a regular or special meeting.

ARTICLE 5**Quorum**

The Active and Emeritus members of the Association who are present at the Annual Business Meeting shall constitute a quorum.

ARTICLE 6**Fiscal Year**

The fiscal year of the Association shall be January 1 to December 31.

ARTICLE 7**Election to Membership**

Section 1. Active members.

- (a) Active membership shall be granted upon receipt by the Association's business office of full payment of annual dues and a completed membership application form.
- (b) New members who pay for a printed version of the journal, *Poultry Science*, will receive copies from the first of that calendar year if available. New members who purchase *The Journal of Applied Poultry Research* will receive back copies from the first of that calendar year if available. Access to online journals is provided on the calendar year in which payment of membership dues is made.

Section 2. Student members.

- (a) Student membership shall be granted upon receipt by the Association's business office of: (1) full payment of annual dues and a completed Student membership application form; and (2) certification from

an official of a university, college, or other institution of higher learning that the applicant is enrolled at that institution as a full-time undergraduate or graduate student in a poultry science or poultry science-related curriculum.

- (b) New student members will receive the journal, *Poultry Science*, electronically from the first of the calendar year.
- (c) Student membership may be renewed annually by timely payment of dues and documentation of continued full-time student status.

Section 3. Emeritus members.

- (a) An Active member of the Poultry Science Association may request Emeritus status by written notification to the Poultry Science Association, Inc. that the member has attained 70 years of age or has attained retired status and is no longer in receipt of a regular salary for work in the poultry area.

Section 4. Honorary members.

- (a) Candidates for Honorary membership may be elected as Honorary members through the following procedures: (1) nomination by three Active members; and (2) unanimous recommendation of the Board of Directors; or (3) election by a majority of the Active and Emeritus members present and voting at an annual business meeting.
- (b) It is further provided that not more than five (5) Honorary members can be recommended by the Board of Directors at any annual business meeting.

Section 5. Application forms for Active and Student memberships, and forms for the nomination of Honorary members, may be obtained from the Poultry Science Association Office or its web site.

ARTICLE 8**Election of Fellows**

- (a) Nominations for Fellows may be made by any individual knowledgeable of the nominee's accomplishments. These nominations shall be made in writing at least by March 1 prior to the Association's Annual Meeting and shall be submitted to the Chair of the Fellows Committee. The Fellows Committee shall make recommendations to the Board of Directors. It shall require a two-thirds majority vote by the Board Directors to elect any member as Fellow.
- (b) Not more than five (5) members may be elected as Fellows at any one Annual Meeting. The Fellows Committee is not obligated to recommend a minimum number of members to the Board of Directors for approval at any one Annual Meeting.

ARTICLE 9**The Poultry Science Association Foundation, Inc.
(the Foundation)**

Section 1. The Foundation is a charitable corporation affiliated with the Poultry Science Association, Inc. The primary purpose of the Foundation is to advance the

founding principles of the Poultry Science Association, Inc. by securing private financial support for specific components and activities of the Poultry Science Association, Inc. The Foundation is authorized to receive, manage, invest and distribute assets acquired by the Foundation for the purposes stipulated by the donors.

Section 2. The general goals of the Foundation are to 1) develop financial support for unique educational opportunities for undergraduate and graduate students such as scholarships and fellowships; 2) develop financial support for enhancing targeted faculty initiatives specifically benefiting the industry and the Poultry Science Association, Inc.; 3) develop financial support for special

needs activities of the Poultry Science Association, Inc., such as symposia and conferences; 4) provide financial support for lectureships in addressing specific concerns/issues of importance to the global community; and 5) other specific needs as identified by the Foundation or the donor.

Section 3. The Foundation Board consists of seven (7) members with a two-year term appointed by the President of the Poultry Science Association, Inc. and two (2) members elected by the membership of the United States of America Branch of the World's Poultry Science Association for a total of nine (9) Foundation Board members. The Executive Director of the Poultry Science Association, Inc. serves as an *ex officio* member.

APPENDIX

A. ANNUAL MEETING PROGRAM COMMITTEE

1. Appointment of Program Chairperson and Section Chairs.
 - (a) At each Mid-Year Meeting, the President in consultation with the Board of Directors, will appoint a Program Chair elect for the meeting four years hence.
 - (b) This appointment will be made from a list of at least three (3) names submitted by the current Program Committee or from other names obtained by the Board of Directors at its discretion.
 - (c) The Program Chair-elect will serve as Assistant Program Chair for the following (intervening) year.
 - (d) At the Mid-Year Board of Directors' Meeting, one and one-half years prior to the meeting for which he/she will serve as Program Chair, the Program Chairperson-elect will submit a list of Section Chairs for approval.
 - (e) At the Annual Meeting one year prior, the Program Chair-elect may meet with a representative of the host institution to consider such factors as location and size of available meeting rooms, availability of audiovisual equipment, and facilities for poster presentations.
 - (f) At the Mid-Year Board of Directors' Meeting six months prior to the Annual Meeting, the Program Chairperson will report on plans for the program at the Annual Meeting.
 - (g) A meeting of the Program Chairperson and Section Chairs to finalize the program may be held at their discretion. It is recommended that telephone conferences be used as much as possible in lieu of further meetings.
 - (h) If the Program Chairperson is unable to serve, a replacement will be selected by the President in consultation with the Board of Directors to be chosen from the immediate past-Program Chairperson, the Program Chair-elect, or a Section Chair.
2. Dates.
 - (a) Because meeting dates and conditions change from time to time, it is recommended that the Board of Directors, at its Annual Meeting, in consultation with the Program Chairperson, Program Chair-elect, and Host Committee Chairperson for the upcoming meeting, establish specific schedules and program time frames for the following year's meeting.
 - (b) On the date specified by the Board of Directors, completed abstracts must be available to the Program Chairperson. Abstracts are submitted electronically through the PSA meeting web site.
3. Disposition of Abstracts.
 - (a) As soon as possible after the deadline for submitting abstracts, the Program Chair will distribute the abstracts to the appropriate Section Chairs.
 - (b) Distribution of abstracts to sections will be based upon author preference.
 - (c) The Program Chairperson and appropriate Section Chairperson, in consultation with the Program Committee, will decide whether a given abstract will be accepted or rejected.
 - (d) Acceptance will be based upon adherence to PSA format requirements and presentation of adequate and well-organized information. Abstracts must contain original data that have not been reported or published elsewhere.
4. Poster Sessions.
 - (a) Poster sessions are encouraged.
 - (b) Poster-session presentations are arranged for at the request of the author(s).

- (c) Poster sessions should be scheduled at a time and in a location which is compatible with the other meeting schedules.
5. Symposia.
 - (a) Symposia are desirable and are encouraged.
 - (b) As a minimum, there should be at least one symposium at each meeting.
 - (c) The Symposium organizer or Chair must present the proposal and tentative budget to the Board of Directors at the summer meeting one full year before the symposium is to be scheduled. The symposium Chair must then develop detailed symposium plans, including formal outline of the talks approved, and full budgetary expectations, which must be brought to the Board of Directors at the January meeting prior to the meeting at which the symposium is scheduled.
 - (d) Expenses and/or honoraria should be offered only to non-PSA members if from the United States or Canada, or to invited speakers from outside of the two countries, subject to approval by the Board of Directors.
 - (e) The PSA should seek external funding for such purposes.
 6. World's Poultry Science Association Lectureship.
 - (a) The Program Chairperson will contact the USA and Canadian Branches of the World's Poultry Science Association (WPSA) to determine if they will sponsor the WPSA Lectureship, the extent of their financial involvement, and whether they wish to nominate speakers.
 - (b) Nominations of additional speaker candidates may be made from any other source.
 - (c) In those years when the WPSA has indicated its intent to sponsor a lectureship, the Program Chairperson will submit a list of at least three acceptable candidates as speakers. This list will be presented to the Board of Directors at the Annual Meeting prior to the year in which the speaker will appear.
 - (d) Final selection of the list of acceptable speakers is made by the Board of Directors.
 - (e) The Program Chairperson will contact the individual to be invited, obtain a commitment from that individual, and report this action at the Mid-Year Board of Directors Meeting.
 7. Publication.
 - (a) The Symposium Chair must decide whether or not the symposium is to be published and will inform the Editor-in-Chief of the appropriate journal of this decision at the January meeting. If the decision is not to publish the symposium, the individual authors retain the right to submit their papers for consideration for the journal as ordinary manuscripts. If publication is decided upon, the authors must provide the Symposium Chair with their completed manuscript, including figures and tables, at or before the symposium. The Symposium Chair reviews the papers and, if necessary, returns them to the authors for revision. After review by the Symposium Chair, the authors submit the revised manuscript electronically to the appropriate journal for consideration of publication. The Editor-in-Chief of the respective journal provides the final review. All manuscripts must be in the hands of the appropriate Editor-in-Chief by December 31 of the year in which the symposium was presented. Manuscripts not meeting this deadline will not be included in the published symposium proceedings.
 - (b) Symposium papers must be prepared in accordance with the guidelines for full-length articles. Symposia committees in consultation with the Executive Director are encouraged to solicit funding for publication costs. Publication costs not covered are the responsibility of the author.
 - (c) Page charges for the WPSA lectureship will be waived.
 8. Review of These Guidelines.
 - (a) Because conditions seldom remain static, it is recommended that the Board of Directors review the guidelines at each Annual Meeting and, subject to any indicated modifications, approve them for use in conjunction with the meeting two years hence.
 - (b) In addition, it is recognized that in extenuating circumstances it is the prerogative of the Board of Directors to modify the guidelines at any other time.
 9. Graduate Student Certificate of Excellence.
 - (a) The Program Committee shall be responsible for the selection and awarding of Student Research Paper Certificates of Excellence during the Annual Meeting. See Section F.(2.v).
 10. Supplementary Guidelines.
 - (a) All titles of papers must be submitted with an abstract acceptable for publication in the proceedings, but not more than 200 words in length. All titles and abstracts are to be in the hands of the General Program Chair on or before the date specified by the Board of Directors and published in *Poultry Science*.
 - (b) Members of the Association are to be given preference to appear on the program.
 - (c) Each Section Chair is to be held strictly responsible for the conduct and completion of the program in the time allotted to that section.
 - (d) The programs shall be adhered to as finally printed with respect to time.
 - (e) Only abstracts shall be accepted for presentation where one of the authors will be in attendance at the meetings to present the same. In case the authors are not present, the paper shall be read by title only.

- (f) The Program Chairperson, all Section Chairs, and the Program Chair-Elect shall be provided with a copy of these guidelines by the President.
- (g) It is the responsibility of the Program Committee to totally direct the Section Chairs and to keep them informed during their appointment.

B. NONMEMBER ATTENDANCE

1. Providing that the host institution has accommodations, nonmembers may attend and bring their families to the annual meeting. All nonmembers must pay for all established meeting costs, including registration fees, irrespective of the length of their attendance.
2. Nonmembers of the Association may be invited by the host institution to participate in portions of the annual meeting other than the technical sessions and the business meeting without payment of registration fees.
3. Nonmember attendance rules do not apply to the families of members of the Association.

C. MEMBERSHIP

1. The Membership Committee shall use the following definition for "professional interest in poultry science." Persons shall be considered to have a professional interest if they are engaged in research, extension, services, teaching, or administration with poultry.
2. It shall be the policy of the Poultry Science Association, Inc. that reinstatement to membership following forfeit because of nonpayment of dues shall be as follows.
 - (a) An individual who has dropped his or her Poultry Science membership for two years or less can be reinstated by payment of back dues with penalty and can receive available back issues of the journal, *Poultry Science*, in single issue stock if printed version of membership is purchased.
 - (b) An individual who has dropped his or her Poultry Science membership for more than two years must reapply on the prescribed membership form.

D. CONTRIBUTORSHIPS

1. Contributorships will be of two categories: (1) Patron; (2) Sustaining Associate.
2. The types of contributorships will be based on the annual financial support by organization and/or corporation as follows: Patron, \$1000 or more per year; Sustaining Member, \$500 or more and less than \$1000 per year.
3. The contribution is for the calendar year of its receipt.
4. Appropriate recognition will be afforded in the official publication of the Association.
5. Those participating are entitled to receive the volume of *Poultry Science* for the year of their participation.

E. ELECTION OF OFFICERS

The Nominating Committee should attempt to present slates for the various offices to give as wide a representation of the membership as possible with respect to geographical location, institution, discipline, and interest.

F. AWARDS AND HONORS

1. General description and rules for awards.
 - (a) The recipient or recipients of the various awards and honors administered by the Poultry Science Association, Inc. will be selected by the appropriate committees described herewith and in a manner prescribed for the particular award or honor.
 - (b) Each award recommendation is subject to the approval of the Board of Directors.
 - (c) The announcement concerning the offering of the awards and honors and the rules governing the selection of the candidates shall be published in *Poultry Science*.
 - (d) Unless otherwise indicated in the rules and regulations pertaining to the awards, no individual may receive the same award more than once.
 - (e) All awards, honors, and prizes shall be announced at the time of the Annual Meeting of the Association.
 - (f) Nominations and documentation materials of unsuccessful candidates will not be carried forward for a second award period, but the nominator will be given the option to revise and/or resubmit the nomination for consideration in a subsequent award period.
 - (g) If a committee member or a current student of a committee member is nominated for an award or if a committee member has nominated someone for the award, the chair asks the committee member to step down until after the winner has been named and the Board Liaison serves as a voting member.
 - (h) All committees will consist of five (5) members who will serve for three-year periods, two (2) members being replaced in each of two succeeding years and one (1) member in the third year, unless otherwise stated.

- (i) Every-other-year award committee members will serve for three (3) award periods. Two members will be replaced in each of two succeeding award years and one (1) member in the third award year.
 - (j) Committee members and chairs are appointed by the in-coming President, in consultation with the Executive Director and the in-coming First Vice-President.
 - (k) Non-voting liaison members shall be appointed by the Board of Directors. The liaison member will serve as a voting member if a regular member is excused from voting for any reason.
 - (l) The First Vice-President will appoint replacements to fill any permanent vacancies on committees.
 - (m) All award nominations will be submitted electronically only, although in special circumstances, a paper nomination may be submitted. The nomination site is maintained on the PSA website, <http://www.poultry-science.org>, with links to the appropriate submission site.
2. Awards: Specific rules and operation of committees.
- (a) Alltech Student Research Manuscript Award
 - (1) The Student Research Manuscript Award Committee shall consist of seven (7) members with two or three members being replaced each year. The Editors-in-Chief of *Poultry Science* and *The Journal of Applied Poultry Research* will serve as *ex officio* voting members. Committee members should represent to the extent possible the subject areas of both journals.
 - (2) The award of \$500 and a certificate will be given to a student for the presentation and the publication as senior author of an outstanding research manuscript.
 - (3) Only students awarded Certificates of Excellence for research paper presentations at an Annual Meeting of the Poultry Science Association will be invited by the Program Committee to compete for this award during one of the subsequent two years after receiving the Certificate of Excellence. Only papers published in or submitted to *Poultry Science* or *The Journal of Applied Poultry Research* will be considered in selecting the recipient of this award; submitted manuscripts must have been deemed acceptable for publication by the Editor-in-Chief of the respective journal prior to the decision by the committee.
 - (4) A single manuscript and/or a reprint of a published paper prepared on the subject of the award winning presentation will be submitted electronically no later than March 1 following either of the two annual meetings held after the Certificate of Excellence was awarded. Materials submitted for the award will be evaluated for the quality of the research and writing.
 - (b) American Egg Board Research Award
 - (1) The American Egg Board Research Award will be administered by the American Egg Board Research Award Committee appointed by the President.
 - (2) The American Egg Board Research Award is an annual award of \$500 and a memento provided by the American Egg Board.
 - (3) Purpose: The purpose of this award is to increase the interest in research pertaining to egg science technology or marketing which has a bearing on egg or spent hen utilization.
 - (4) Eligibility: A manuscript published in *Poultry Science* or *JAPR* during the calendar year prior to the year of the award will be automatically considered for the award. Manuscripts published in the two previous calendar years will be considered if appropriate manuscripts are not found in the current calendar year. Research notes and review papers will not be considered for the award. Manuscripts published in other scientific journals will be considered for the award only if a nomination is submitted electronically via the PSA awards website by March 1 of the year of the award.
 - (5) Rules: All selected publications will be reviewed by all members of the American Egg Board Research Award Committee or qualified persons designated by the committee Chair if a committee member is in competition. The American Egg Board and the Award Committee reserve the right not to present the award if qualified manuscripts have not been published or nominated. Once a person has won the award, five years must lapse before that individual can be considered again for the competition. The following scoring system is used for judging:

Written manuscripts	Points
Review of previous work	5
Experimental design and appropriate analysis	20
Clarity of written report	20
Interpretation of results	20
Significance of work, timeliness, appropriateness	35
Total	100
 - (c) American Feed Industry Association Poultry Nutrition Research Award
 - (1) This is an annual award of \$1,500 given for distinctive work demonstrating sound research in poultry nutrition. It was instituted by the Nutrition Council of the American Feed Industry Association.
 - (2) Eligibility for competition: The recipient need not be a member of the Poultry Science Association, Inc. The award shall preferably be made to one individual but may be made to coworkers if deemed

- advisable by the American Feed Industry Association Poultry Nutrition Research Award Committee. No individual shall receive the award more than once.
- (3) Nominations: Nominations can be made by any individual knowledgeable about the nominee's accomplishments, but the award shall not necessarily be given if the committee finds none of the nominees worthy of the award. Nominations and documentation should be submitted electronically via the PSA awards website by March 1 prior to the annual meeting at which the award is given. Supporting materials include a biography, pertinent bibliography, not more than ten of the most significant publications, and not more than one seconding letter.
 - (4) Rules: The work must be original in the field of poultry nutrition. Review articles will not be considered. Only research done at public, nonprofit institutions, hospitals, and similar organizations will be considered and the recipient must be affiliated with such an institution at the time of nomination. Recent work published in the ten preceding calendar years will be considered for the award. The recipient of the award will be named at the time of the annual meeting, but will also be honored at a subsequent meeting of the American Feed Industry Association.
- (d) American Poultry Historical Society Award
The American Poultry Historical Society will recommend members for the committee.
- (1) The American Poultry Historical Society Award is given to stimulate interest in documenting and recording historical information regarding the poultry industry development, to preserve artifacts and other items of historical interest to the poultry industry, and to encourage the publication of recorded historical information in papers, books, etc. The award shall be given for sustained contributions, rather than for a single paper or presentation.
 - (2) The award, consisting of \$200 and a plaque, is given in even-numbered years providing a deserving recipient is nominated. Nominations can be made by any individual knowledgeable of the nominee's accomplishments. Any person other than previous recipients of the award is eligible for the award.
 - (3) The nomination should consist of a nomination letter and one seconding letter submitted electronically via the PSA awards website by March 1 before the annual meeting at which the award is to be given, accompanied by the following supporting materials, including a brief biography of the individual, a statement about the contributions of the individual in preserving or recording historical information, and copies of publications, pictures, or documentation of artifacts placed in museums, etc. for preservation.
- (e) Embrex Fundamental Science Award
Sponsor: Embrex, Inc.
The Embrex Fundamental Science Award is presented as an annual award of \$1,000 and a plaque provided by Embrex, Inc.
- (1) Purpose: The Embrex Fundamental Science Award recognizes outstanding achievement in basic disciplines (genetics, genomics, immunology, molecular, cellular and developmental biology, physiology, poultry health, and proteomics).
 - (2) Eligibility: Any PSA member, other than previous recipients of this award, who has made sustained high quality contributions to fundamental science which has advanced the field of poultry science is eligible. The award can be divided among individuals at the recommendation of the committee.
 - (3) Nominations: Nominations can be made by any individual knowledgeable of the nominee's accomplishments. Nominations should be in the hands of the Chair of the Embrex Fundamental Science Award Committee by March 1 prior to the annual meeting. Supporting materials include an updated career vitae, a short summary statement (no more than three pages) documenting the nominee's accomplishments and major contributions and reprints of no more than 4 research publications in which the nominee is the sole or principal author.
- (f) Fellows
- (1) The members of the Fellows Committee are selected as described under Article 10, Section 5, of the Constitution. Election procedures for Fellows are described in Article 8 of the By-Laws.
 - (2) Each nomination is to consist of a nomination letter together with a biographical and professional summary (800 words or less) covering activities, accomplishments, and recognitions, emphasizing contributions to poultry science. Up to three letters of support are allowed but not required. The letter(s) and the summary for each nomination are to be submitted electronically via the PSA awards website no later than November 1 prior to the annual meeting at which the award will be given, in order to allow Board discussion and vote at the mid-year meeting.
- (g) Frank Perdue Live Poultry Food Safety Award
- (1) The Frank Perdue Live Poultry Food Safety Award consists of \$2,500 and an engraved plaque. The award is given in even-numbered years.
 - (2) Purpose: This award is given to stimulate and reward research in the field of food safety. Such research

- should make a sustained impact on decreasing the level of potentially harmful pathogenic organisms (i.e., *Salmonella*, *Campylobacter*, etc.) delivered to the processing plant that have been shown to be obtained from breeder and/or live operations.
- (3) Eligibility:
- a. Eligibility is limited to individuals who have made outstanding contributions to the field of live poultry food safety poultry and/or egg products technology. These contributions must be documented through publications in peer-reviewed recognized journals; in state, provincial, or federal publications; in patents; or in other forms deemed appropriate by the selection committee.
 - b. Preferably, the award is made to one individual, but may be made to coworkers if deemed advisable by the selection committee.
 - c. The award is given to an individual only once.
 - d. Membership in the Poultry Science Association, Inc. is not a prerequisite.
- (4) Nominations:
- a. Nominations can be made by any one who is knowledgeable of the nominee's accomplishments.
 - b. Nominations should include: i) nominating letter emphasizing original research contributions, ii) brief biography of the nominee, iii) complete bibliography, iv) copies of significant reprints or articles (maximum of 10) and v) not more than five (5) supporting letters with at least two from industry representatives. Nomination materials must be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting at which the award will be given.
- (5) Selection Committee:
- a. The Selection Committee will consist of five (5) members including a Chair to be selected by the Poultry Science Association Board of Directors. One member of the selection committee must be a full-time employee of Perdue Farms, Inc., and familiar with live operations and/or food safety.
- (6) Rules:
- a. Research work published or other documented accomplishments during the ten preceding calendar years will be considered in selecting the recipient of the award.
 - b. Failure to adhere to the established guidelines will result in disqualification of the candidate.
 - c. The recipient of the award will be named at the time of the Annual Meeting of the Poultry Science Association, Inc.
 - d. To be eligible for this award, nominees must have received their final academic degree within the 10 years prior to the granting of the award.
 - e. Unpublished theses and dissertations are not eligible.
- (h) Helene Cecil Leadership Award
- (1) The committee shall consist of six (6) members with one member being replaced each year.
 - (2) This award of \$3,000 and a plaque will be awarded each year to that woman who is a PSA member in good standing, for her recent significant or sustained scientific contributions in the field of poultry science or for her recent significant leadership role in the promotional and developmental opportunities for women in the area of poultry science.
 - (3) Nominations can be made by any individual knowledgeable about the nominee's accomplishments.
 - (4) Nomination packages should include:
 - a. Nominating letter emphasizing candidate's qualifications relative to the purpose of this award.
 - b. Complete biography and/or curriculum vitae of the individual, including all published articles and noteworthy contributions to poultry science.
 - c. Supporting letters from at least three individuals from different institutions and/or companies.
 - (5) Nomination materials must be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting at which the award is to be given.
- (i) Hy-Line International Research Award
- (1) This award of \$2,500 and a plaque is to be given to a member of the Association who in the preceding calendar year has, as sole or senior (first) author, published outstanding research.
 - (2) Eligibility of members for competition:
 - a. The following are not eligible for the award but may appear as coauthors:
 1. Former winners of any research award (except the Student Research Manuscript Award and the American Egg Board Research Award) over which the Poultry Science Association, Inc. has complete control.
 2. Nonmembers and those who have been members of the Association for less than one year.
 - b. To be eligible for this award, nominees must have received their final academic degree within the 10 years prior to the granting of the award.
 - c. Unpublished theses are not eligible.

- (3) Nominations should be submitted electronically via the PSA awards website by March 1 prior to the annual meeting at which the award is to be given. Nominations can be made by any individual knowledgeable about the nominee's accomplishments. Only papers published during the previous calendar year should be nominated. Papers published in journals other than *Poultry Science* may be nominated. The nominator should provide a copy of each paper included in the nomination and the name of the journal in which it is published. No more than three papers may be nominated per author. Review papers are not eligible.
 - (4) Nomination materials should include: supporting letter clearly indicating the significance of the research; no more than a two-page curriculum vitae; a one-page biographical sketch; journal citation and reprint of each paper that forms the basis of the nomination.
- (j) Land O'Lakes/Purina Mills Teaching Award
- (1) This is an annual award of \$1,500 and an engraved plaque. It is given to a member who, over a period of years, has demonstrated outstanding success as a teacher.
 - (2) The award, administered by the Teaching Committee of PSA, is provided by Land O'Lakes/Purina Mills, Inc., in recognition of the fact that excellence in teaching is basic to the future welfare of the poultry industry. It is the desire of the donor that the award be considered not only as a recognition for past contributions, but also as an aid to continued professional improvement through travel, study, and other means.
 - (3) Eligibility for competition: Any active member of the Association engaged in resident teaching is eligible.
 - (4) Nominations: Nominations can be made by any individual knowledgeable about the nominee's accomplishments. A letter of nomination along with supporting materials should be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting at which the award is to be given. Letters in support of the nominee must be included but should not exceed six (6) in number and should be judiciously solicited from people with unique perspectives of the nominee's teaching effectiveness, particularly current or former students and colleagues and may include the department chair/head or dean as appropriate. Supporting material should emphasize quality and not quantity. However, care should be exercised to advise the committee of special techniques and methods as well as of any unusual teaching assets reflecting the performance of the nominee. Supporting materials include the following:
 1. A statement of teaching philosophy, including a description of teaching effectiveness and how to evaluate it and a description of how the nominee evaluates student learning.
 2. A description of unique in-class activities to foster student learning and enhance the university experience.
 3. A statement of extra-classroom teaching activities and their relationship to the student experience—e.g., special research projects, club advisor activities, unique activities for students.
 4. Examples of teaching aids employed by the nominee may include course outlines; techniques of presenting material (visual aids, visitations, circulars, bulletins, etc.); other activities; summaries of course evaluations over the preceding five years.
- (k) Maple Leaf Farms Duck Research Award
- (1) The Maple Leaf Farms Duck Research Award consists of \$2,500 and an engraved plaque. The award is given in odd numbered years.
 - (2) Purpose: This award is given to stimulate and reward research with ducks and improve the knowledge base of science as applied to commercial duck production. This research should be for a period of not more than ten (10) years preceding the presentation of the award.
 - (3) Eligibility:
 - a. Eligibility is limited to individuals who have made outstanding research contributions as related to commercial ducks. These contributions must be documented through publications in peer-reviewed recognized journals; in state, provincial or federal publications; in patents; or in other forms deemed appropriate by the selection committee.
 - b. Preferably, the award is made to one individual, but may be made to coworkers if deemed advisable by the selection committee.
 - c. The award is given to an individual only once.
 - d. Membership in the Poultry Science Association is not a prerequisite.
 - (4) Nominations:
 - a. Nominations can be made by anyone who is knowledgeable of the nominee's accomplishments.
 - b. Nominations should include:
 - i. Nominating letter emphasizing original research contributions.
 - ii. Brief biography of the individual nominee.

- iii. Complete bibliography.
 - iv. Copies of significant reprints or articles (maximum of 5).
 - v. Not more than three (3) supporting letters with at least one from an industry representative.
 - c. Nomination materials must be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting at which the award will be given.
- (5) Nominating Committee:
 - a. The Nominating Committee will consist of three (3) members including a Chair to be selected by the Poultry Science Association Board of Directors. One member of the selection committee must be a full time employee of Maple Farms.
- (6) Rules:
 - a. Research work published or other documented accomplishments during the ten (10) preceding calendar years will be considered in selecting the recipient of the award.
 - b. Failure to adhere to the established guidelines will result in disqualification of the candidate.
 - d. The recipient of the award will be named at the time of the Annual Meeting of the Poultry Science Association, Inc.
 - d. Unpublished theses are not eligible for this award.
- (l) Maurice Stein Fellowship Award
 - (1) This award of \$1,000 is given to a graduate student whose training and research in applied poultry sciences may lead to improvements in efficiency and profitability of the poultry industry. Priority is given to candidates whose programs involve eggs and egg products and business and economics.
 - (2) The fellowship is open to applicants of any nationality who study and/or conduct research in an academic or governmental institute in the United States. Full or part-time graduate students majoring in a poultry science area in a formally approved graduate program of study at an animal or poultry science department are eligible to receive the fellowship for training or research.
 - (3) The program must include at least two academic years of Masters Degree course credits or three academic years of doctoral course credits, or their equivalent, related to general animal sciences, with emphasis specifically in poultry science in a field such as veterinary science or medicine, food science, food engineering, agricultural engineering, agricultural economics, or business/agri-business.
- (m) Merck Award for Achievement in Poultry Science
 - (1) The Merck Award is an annual award of \$1,500 and a framed scroll, provided by Merck & Co., Inc.
 - (2) Purpose: The Merck Award will be given as an achievement award, i.e., for distinctive contributions to poultry science advancement, covering a period of not more than seven years preceding the annual award.
 - (3) Eligibility: Any individual or individuals other than previous recipients of this award, the CPC International Award, or the Borden Award residing in Canada or the United States who may have made outstanding contributions in the field of research, as related to poultry, and whose contributions have been published in recognized journals or state, provincial, or federal publications, are eligible for the Merck Award for Achievement in Poultry Science. Membership in the Poultry Science Association, Inc. is not a prerequisite.
 - (4) Nominations: Nominations can be made by any individual knowledgeable about the nominee's accomplishments. Nominations must be submitted electronically via the PSA awards website by March 1 prior to the annual meeting at which the award is to be given. Supporting materials include a biography, pertinent bibliography, copies of not more than ten of the most significant publications, and not more than one seconding letter shall be submitted.
 - (5) Rules: The award is not to be given as a recognition of lifetime service in poultry work unless a substantial and significant portion of that service represents accomplishments during the seven years preceding the annual award. Furthermore, the award is not to be given for a particular piece of research work, but rather for exceptional accomplishments during a definite period of time, the time to be limited, in order not to penalize the younger individuals. The Merck Award shall preferably be made to one individual in a year; the award for one year may, however, be split between two individuals whose work has been closely coordinated.
- (n) Merial Distinguished Poultry Industry Career Award

The Merial Distinguished Poultry Industry Career Award is an annual award of \$2,000 donated to the Poultry Science Association Foundation on behalf of the recipient award and a plaque provided by Merial Select, Inc.

 - (l) Purpose: The Distinguished Poultry Industry Career Award will be given to recognize distinctive, outstanding contributions by an industry leader or leaders. The award shall be based upon a broad, even nonscientific, contribution to the poultry industry. Thus, outstanding achievements by those in industry and public administration shall qualify. The contribution may be national or international.

- The Distinguished Industry Career Award is not to be given for PSA accomplishments.
- (2) Eligibility: Any individual or individuals, other than previous recipients of this award, who have exemplified distinguished careers in the poultry industry are eligible. Nominees do not have to be a member of the Poultry Science Association. Nominee must be living when nominations are submitted to the selection committee.
 - (3) Nominations: Nominations can be made by any individual knowledgeable of the nominee's accomplishments. Nominations must be submitted electronically by March 1 prior to the annual meeting. Supporting materials include an updated career vitae and a short summary statement (no more than three pages) documenting the nominee's accomplishments and major contributions to the poultry industry.
- (o) National Chicken Council Broiler Research Award
Membership on the committee will include one (1) or more industry members.
- (1) This award of \$2,500 and a plaque, donated by the National Chicken Council, is given for distinctive research work that has a strong economic impact on the broiler industry. Research may be conducted in any major discipline and will be evaluated primarily on the economic influence the work has had or will have on the industry. The award will be given for research published in the preceding five calendar years. Only research done at public, nonprofit institutions, or similar organizations will be considered.
 - (2) Nominations can be made by any individual knowledgeable about the nominee's accomplishments. Any person or team of persons, other than previous recipients of this award, is eligible for the award. Materials supporting the nomination must be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting at which the award will be given. The nomination must be accompanied by (1) a brief biography of the individual; (2) a statement of research conducted emphasizing the contribution to the broiler industry; (3) a pertinent bibliography reporting the research with copies of reprints or articles (maximum of 10); and (4) not more than five seconding letters with at least two from industry representatives.
- (p) National Turkey Federation Research Award
- (1) The National Turkey Federation Research Award Committee will consist of five (5) members, one to be designated by the National Turkey Federation.
 - (2) The National Turkey Federation Research Award of \$1,000 and a plaque, donated by the National Turkey Federation, is given for the outstanding record of turkey research published during the last six years preceding the year in which the award is given. The award will be made every other year in even-numbered years.
 - (3) The work, specifically with turkeys, must be original in one of a wide range of fields such as, but not limited to, economics, food technology, genetics, merchandising, pathology, physiology, and nutrition.
 - (4) Nominations can be made by any individual knowledgeable about the nominee's accomplishments. The nomination should include the following items: nomination letter, biography, pertinent bibliography, reprints of appropriate and supporting data. Material must be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting at which the award will be given.
- (q) Nicholas Graduate Student Paper Award for Turkey Research
The award of \$600 provided by Nicholas Turkey Breeding Farms, will be given to graduate students who have won a Certificate of Excellence in the oral sections and who have reported on research regarding turkeys. If there is more than one winner, each student will be given an award of \$600.
- (r) Phibro Extension Award
- (1) The Extension Committee deals with extension-related activities and represents the Poultry Science Association Inc. in matters related to extension. The USDA/CSREES National Program Leader for poultry will be an ex-officio member of the committee. The committee also handles nominations for the Phibro Extension Award; at least three of the five committee members shall be from the field of Extension.
 - (2) The Phibro Extension Award of \$1,500 and a plaque is awarded to a member of the Poultry Science Association for conducting an outstanding program of work in the area of poultry extension/outreach. An extension worker will be defined as one who is employed by a nonprofit organization and who has devoted, each year, at least 30% of official work time to extension activities during the five-year period for which the award is made.
 - (3) Any member of the Poultry Science Association deserving of winning the Phibro Extension Award is eligible to win the award without a limit on the number of times a nominee can be presented the award as long as he/she is the most deserving nominee. The nominee must have been a poultry extension worker on the last working day of the preceding calendar year in which the award is to

- be made. An extension worker who has been on official leave the previous year is eligible.
- (4) Nominations can be made by any individual knowledgeable about the nominee's accomplishments. Nomination materials should be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting at which the award is to be given.
 - (5) Basis of the award. Nominations for this award will be evaluated by the Extension Committee according to the following outline:
 - a. Preparation and publication of extension/outreach materials.
 - b. Usefulness and timeliness of materials in serving the needs of the poultry industry.
 - c. Evidence of adoption of improved practices and their durability as well as originality and stimulation of interest.
 - d. Use of mass media in dissemination of information (e.g., Web, television, radio, newspaper, and trade journals).
 - e. Evidence of development or implementation of training programs for industry as well as other extension workers.
 - f. Implementation of new information and industry problem solving programs.
 - (6) Information required. The following information is to be supplied in support of the nominee:
 - a. Letters. Two letters in addition to the nominating letter should be included, one from a university person and one from an industry person. The salutation should be to the Extension Committee.
 - b. Vitae (no more than five pages). Should include percentage of time devoted to extension/outreach and summary of accomplishments not included elsewhere in the packet.
 - c. A two-page summary of work over the previous five years including program impact statements.
 - d. Publications. A complete list of publications for the previous five years (books, book chapters, refereed journals, trade journals, extension/outreach publications, other publications, abstracts).
 - e. Meetings. A list of national, regional, or state meetings at which the nominee has appeared on programs, giving the dates and titles of papers presented during the preceding five calendar years. A list of all training programs planned and conducted by the nominee for the previous five years, giving name, date, attendance, and evaluation summary (when available).
 - f. Other. A list of mass media programs (Web, television, radio, etc.) that the nominee developed or participated in during the preceding five calendar years.
 - (7) The nominator should arrange the materials in the following order:
 - a. Letters (nomination letter and two supporting letters).
 - b. Vitae (no more than five pages).
 - c. Two-page summary of the work over the previous five years with program impact statements.
 - d. Publications broken down by category (books, book chapters, refereed journals, trade journals, extension/outreach publications, other publications, abstracts).
 - e. Meetings broken down by category (invited presentations, papers given at meetings, meetings planned and conducted, etc.). Provide title of paper given, meeting name and location, and dates. For meetings planned and conducted, provide attendance numbers.
 - f. Other (Web, television, radio, news releases, slide sets, tapes, etc.).
- (s) Poultry Science Early Achievement Awards (4)
- The Early Achievement Awards are presented as annual awards of \$250 and a plaque provided by the Poultry Science Association.
- (1) Purpose: The Early Achievement Awards will be given to recognize the achievements of PSA members in the early stages of their careers in poultry research, teaching, extension, or industry.
 - (2) Eligibility: Any PSA member, other than previous recipients of this award (same category), who have demonstrated excellence in one of the four areas of poultry research, teaching, extension, or industry are eligible. The nomination must be made prior to the nominee attaining their first 5 years of appointment to a faculty, government, or industry position. The award may be made to an individual more than once in different categories.
 - (3) Nominations: Nominations can be made by any individual knowledgeable of the nominee's accomplishments. Each nomination should clearly indicate which category (poultry research, teaching, extension, or industry) the nominee is being nominated for. Nominations should be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting. Supporting materials include an updated career vitae and a short summary (no more than three pages) documenting the nominee's accomplishments and major contributions to the specific category for which the nomination is made.
- (t) Poultry Science Association Student Recruitment Award
- The Poultry Science Association's Student Recruitment Award, administered by the Careers Committee of PSA and consisting of \$200 and a plaque, will be given in odd-numbered years to an individual

or group who through the use of innovative methods has significantly improved the recruiting program of a respective department, college, or university. Any person is eligible, including past recipients after a period of five years has elapsed. Nominations for the award can be made by any person knowledgeable about the nominee's recruitment activities. A letter of nomination along with supporting materials should be submitted electronically via the PSA awards website by March 1 prior to the annual meeting at which the award is to be given. Supporting materials should consist of a brief biography of the nominee(s), a detailed description of recruiting activities, and trends in a department's undergraduate enrollment for the preceding five to ten years.

(u) Poultry Welfare Research Award

- (1) This award, administered by the Animal Care Committee of PSA, has been made possible by an endowment gift of \$5,000 to the Poultry Science Association by an anonymous donor. Additional gifts to this endowment are welcome.
- (2) The amount of this award will be based on the return of the investment minus the cost of the plaque, up to a maximum of the highest of other awards presented through the Poultry Science Association.
- (3) This is an every-other-year award and will be given in even-numbered years beginning in 1992.
- (4) Nominations can be made by any individual knowledgeable about the nominee's accomplishments. A letter of nomination along with supporting materials should be submitted electronically via the PSA awards website no later than March 1 prior to the annual meeting at which the award will be given. The award will be based on original research over the last five years which may relate to several disciplines including behavior, nutrition, pathology, physiology, and other related areas. Research on welfare of poultry will be defined as research with the evaluation of animal comfort or the evaluation of management under conditions that can be applied to the commercial production of poultry (chickens, turkeys, and ducks) and/or which seems to alleviate or minimize poultry welfare problems.
- (5) Materials supporting this nomination should include the following items: nomination letter, up to three supporting letters, biographical materials, list of pertinent publications published during the last five years, reprints of appropriate papers, and supporting data.

(v) Student Research Paper Certificates of Excellence

- (1) The Student Research Paper Certificates of Excellence winners will be selected by the Program Committee of the Association.
- (2) In special recognition of high-quality research presented by graduate students at the annual meeting, the Program Committee shall evaluate these papers for the purpose of awarding Certificates of Excellence. The awards shall be based on both the quality of research and excellence of presentation. Only one presentation per author shall be eligible to compete for any given year. This paper will be so designated on the abstract form. To be eligible for consideration a student must be:
 - a. Actively engaged in a college degree program at the time the abstract is submitted.
 - b. The senior (first) author and the person making the presentation.
- (3) The number of graduate students selected to receive Certificates of Excellence shall not exceed 15 percent of those students presenting papers at the annual meeting.
- (4) All undergraduate students making presentations at the annual meeting shall also be evaluated but shall not be in competition with the graduate students for the Certificate of Excellence; all undergraduate student presentors receive a Certificate of Participation. Undergraduate papers/posters that merit a Certificate of Excellence receive it at the banquet.

(w) Tyson Foods Support Personnel Award

- (1) This is an award of \$500 and a certificate given annually to a farm worker, laboratory technician, or extension assistant, in recognition of outstanding support of poultry science research, extension, or teaching programs.
- (2) The nomination packet shall consist of the following: a nomination letter of not more than three pages, three supporting letters; and three support documents of the nominator's choosing (e.g., coauthored papers, evidence of quality of work). Nomination packets are to be submitted electronically via the PSA awards website by March 1 prior to the annual meeting at which the award is to be given.

G. INTER-ASSOCIATION RELATIONSHIPS

1. In order that the work of the Poultry Science Association, Inc. may be coordinated with that of other scientific and industrial groups, the Board of Directors shall appoint a representative or representatives from the membership who shall function in a liaison capacity between the Poultry Science Association, Inc. and the following organizations:
 - (a) Association for Assessment and Accreditation of Laboratory Animal Care International

- (b) American Association for the Advancement of Science (AAAS)
- (c) American Feed Industry Association (AFIA)
- (d) American Institute of Biological Sciences (AIBS)
- (e) American Poultry Historical Society (APHS)
- (f) American Registry of Professional Animal Scientists (ARPAS)
- (g) Council for Agricultural Science and Technology (CAST)
- (h) Federation of Animal Science Societies (FASS). Each immediate Past President will serve a three-year term. The President will appoint a replacement if necessary.
- (i) National Academy of Science-National Research Council (NAS/NRC)
- (j) Southern Poultry Science Society (SPSS)

H. SPECIAL COMMITTEES AND REPRESENTATIVES

1. Special Committees and Representatives shall be appointed by the President after consultation with the Board of Directors.
2. In general, Special Committees and Representatives shall have one of two functions:
 - (a) Temporary or semipermanent committees and representatives to investigate and report on any subject of specific interest to the Poultry Science Association, Inc. or to perform a specific task.
 - (b) Permanent committees and representatives whose responsibility is to cooperate with other organizations in whose welfare the Poultry Science Association, Inc. has an interest.
3. Unless otherwise designated, the members of Special Committees are appointed for three (3) year terms. Committee members and representatives may be reappointed. Appointments become effective immediately following the Annual Business Meeting unless otherwise indicated.
4. **Ad Hoc HighWire Committee.** Formerly Electronic Publishing Committee, this committee, chaired by the Managing Editor of the journals, advises the editor on electronic service providers and related topics.
5. **Association for Assessment and Accreditation of Laboratory Animal Care International.** One representative from PSA serves a three-year term representing poultry interests in this accrediting organization.
6. **American Association for the Advancement of Science.** One representative from PSA serves a three-year term representing poultry interests at meetings of this association.
7. **American Egg Board Award Committee.** This committee consists of five (5) members with one being appointed each year and serving for a five-year term. One voting member shall be designated by the American Egg Board. The committee serves as an advisory group to the AEB and is responsible for selecting the award recipients.
8. **American Feed Industry Association.** One representative from PSA serves a three-year term representing poultry interests at meetings of this association.
9. **American Institute of Biological Sciences.** One representative from PSA serves a three-year term representing poultry interests at meetings of this association that publishes BioScience.
10. **American Poultry Historical Society and Literary Preservation.** One representative from PSA serves a three-year term representing poultry interests at meetings of this association.
11. **American Registry of Professional Animal Scientists.** One representative from PSA serves a three-year term representing poultry interests at meetings of this association.
12. **Ancillary Scientist Committee.** A committee of nine (9) assigned the responsibility of reviewing topics and organizing symposia for the Annual Meeting in related disciplines.
13. **Animal Care Committee.** This committee of five (5) members will be concerned with legislation and instructional matters regarding animal care and is responsible for selecting the Poultry Science Poultry Welfare Award recipients in even numbered years.
14. **Board of Agriculture (National Research Council).** One representative from PSA serves a three-year term representing poultry interests at meetings of this association.
15. **Careers Committee.** This committee of six (6) members is responsible for the preparation of brochures and other materials useful in bringing to the attention of prospective students opportunities in poultry science, for participation in career display booths at youth conventions, and for providing speakers for the annual national 4-H conference in Louisville, KY. The Careers Committee is also responsible for soliciting nominations and selecting recipients of the Poultry Science Association's Student Recruitment Award.
16. **CAST.** One representative from PSA serves a three-year term representing poultry interests at meetings of this association.
17. **Coalition on Funding Agricultural Research Missions (CoFARM).** The primary mission of CoFARM is to provide the perspective of the scientist in professional agricultural societies on the USDA budget relative to recommendations for research funding. CoFARM is also a contact for legislative personnel to be able to access accurate scientific information.

18. **Constitution Committee.** This committee, consisting of the President, First Vice President, Second Vice President, and the two most-junior Directors, has the responsibility for a continuing study of the Constitution and for making recommendations to the Association relative to changes which will improve the service of the organization to its members. The First Vice President serves as Chair of the committee.
19. **Drugs and Chemicals Committee.** It is the responsibility of eight (8) members to keep the membership of the Association alerted to pending legislation or administrative rulings that might affect the research programs of members of the Association or the poultry industry. Further, the committee is directed to bring pertinent information relative to existing directives and laws on use of chemicals or drugs to the attention of membership of the Association.
20. **Environmental Quality Committee.** It is the responsibility of seven (7) members to collect and exchange information and to advise the Board of Directors of the Poultry Science Association, Inc. on all matters pertaining to the situation and problems in maintaining the quality of the air, land, and water as related to the poultry industry.
21. **Executive Director (ED) Steering Committee.** This committee consists of the Past President (as Chair), the secretary/treasurer, the president, and the two vice presidents. Its responsibility is to provide input and guidance to the ED and to provide the ED with feedback.
22. **Extension Committee.** A committee to deal with extension-related activities and to represent the Poultry Science Association Inc. in matters related to extension. The USDA/CSREES National Program Leader for poultry will be an ex-officio member of the Extension Committee. The Extension Committee is responsible for selecting the Phibro Extension Award recipients.
23. **FASS Committee.** The past-president rotates onto the FASS Board automatically at the end of the year as president; there are three members of this committee, all past-presidents of the Association.
24. **Finance Committee.** A committee of five (5) made up of the Secretary-Treasurer as Chair plus the immediate Past President, the President, and the First and Second Vice Presidents. The committee is to review and make recommendations concerning the financial status and investment strategies of the organization. The ED shall be an ex officio member with nonvoting status.
25. **Food Safety Committee.** A committee of six (6) with the responsibility of representing the Poultry Science Association, Inc. in matters pertaining to food safety.
26. **Industry Committee for Poultry Science.** The Chair of the Industry Committee serves as contact person with industry for the support of the journals and the Association. The number and selection of members is established by the Board of Directors in consultation with the Chair of the Industry Committee.
27. **International HAACP Alliance.** The alliance was developed to provide a uniform program to assure safer meat and poultry products through training programs and information development and delivery.
28. **James E. Rice Memorial Library Representative.** A representative of the Association is appointed to serve on the advisory committee of the James E. Rice Memorial Library Advisory Committee.
29. **Membership Committee.** A committee of five (5) members, one of whom shall be the Second Vice President, shall have the responsibility of promoting membership in the Poultry Science Association, Inc. and related responsibilities as assigned by the Board of Directors.
30. **Resolutions Committee.** This committee of three (3) members is responsible for the preparation of resolutions and their presentation at the Annual Meeting. Resolutions of appreciation and sympathy will be signed by the President and forwarded to the families.
31. **Southern Poultry Science Society.** A member of the Poultry Science Association is appointed to represent the Poultry Science Association at meetings of this society.
32. **Teaching Committee.** A committee of four (4) charged with recommending steps that the Poultry Science Association Inc. can take to maintain excellence of teaching. This committee is responsible for selecting recipients of the Land O Lakes/Purina Mills Teaching Award.
33. **WPSA (Canada).** One representative from PSA serves a three-year term representing poultry interests at meetings of this association.