

**POULTRY SCIENCE ASSOCIATION  
CONSTITUTION AND BY-LAWS<sup>1</sup>**

<sup>1</sup>*Updated July 2022*

## **ARTICLE 1**

### **Name**

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

## **ARTICLE 2**

### **Objective**

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 five classes: Professional, Post-Doc, Student, Emeritus, and Honorary.

*Section 2.* A Professional member shall be defined as, and membership thus restricted to, a person who supports the advancement of the poultry sciences through the discovery, dissemination and application of science in the teaching, research, production and/or processing of poultry or poultry products for food and other lawful uses, including educational purposes. A Professional member shall be required to pay an annual membership fee, as established by the Poultry Science Association. A Professional member shall have all the rights and privileges of this Association.

*Section 3.* A Post-Doc member shall be defined as a person who is currently conducting research through a university or in the industry after earning their PhD. The person must be classified as a full-time Post-Doc researcher and be following a curriculum in, or closely related to, poultry science or an allied field. A Post-Doc member shall be required to pay an annual membership fee, as established by the Poultry Science Association. A Post-Doc member shall have all the rights and privileges of this Association.

*Section 4.* 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. A student member shall be required to pay an annual membership fee, as established by the Poultry Science Association. 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 5.* An Emeritus member shall be defined as follows: A member of the Association who has attained 70 years of age; or a Professional 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.

*Section 6.* An Honorary member shall be defined as any individual, not an Professional or Emeritus member of the Poultry Science Association, 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 international 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 granted 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 whose actions are found not to be in keeping with the dignity and honor of the Association or the defined requirements of membership, 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 at the business meeting of the Association to overrule the decision of the Board of Directors.

## **ARTICLE 5**

### **Annual Dues**

*Section 1.* The annual dues of the Association shall be fixed by a majority vote of the Professional 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.

*Section 3.* Any member whose dues have not been paid by June 1 of the current year shall be considered to have forfeited membership.

*Section 4.* Persons who have been dropped from membership because of nonpayment of dues will be reinstated upon resumption of payment of membership dues.

## **ARTICLE 6**

### **Fellows**

A body of Fellows shall be chosen from the Professional, 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 and service to the Poultry Science Association. 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, seven Directors and one Student Director who shall constitute a Board of Directors of 12 members.

*Section 2.* Six directors, shall serve a term of office for three years. The immediate Past President automatically becomes the seventh Director. This individual will only serve one year in this capacity. If elections are not held at the regular time, the officers will remain 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 may be from the same institution or organization at the time of their election.

*Section 5.* The Secretary-Treasurer shall have a term of office for three years and may not be elected to serve for more two consecutive terms.

*Section 6.* 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. 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. The Executive Committee may meet periodically at the call of the President. A quorum shall consist of four-fifths of the Executive Committee members and a unanimous vote of the quorum will be required for passage of an issue by this committee. Voting on issues by members of the Executive Committee may be by telephone or electronic communication.

## **ARTICLE 8**

### **Election of Officers**

*Section 1.* The officers shall be elected by mail or electronically prior to the Annual Meeting. The ballot shall be provided to the membership at least 45 days prior to the Annual Meeting and shall provide space for write-ins. For members without e-mail or access to the electronic voting site, an absentee ballot for the election of officers may be requested by contacting the Association's Business Office at least 30 days prior to the meeting. The Business Office 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. The election for members of the Nominating Committee will take place at the Annual Meeting. Opportunity to write-in candidates for members of the Nominating Committee will be offered in absentee ballots and on the electronic voting site. 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 did not vote via the electronic voting site. A majority of votes shall be required for election. If no candidate receives the majority of votes, the two candidates receiving the highest number of votes shall be voted upon at the Annual Meeting.

*Section 2.* The student director shall be elected by mail or electronically prior to the Annual Meeting. The ballot shall be provided to the membership at least 45 days prior to the Annual Meeting and shall provide space for write-ins. For members without e-mail or access to the electronic voting site, an absentee ballot for the election of officers may be requested by contacting the Association's Business Office at least 30 days prior to the meeting. The Business Office 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.

*Section 3.* 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 via the electronic voting site or by absentee ballots. When only one candidate is nominated, he or she may be elected by motion or acclamation. If two or more candidates are nominated, the candidate receiving the plurality and having at least 30% of the ballots cast shall be declared elected. If 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 4.* The newly elected officers shall assume the duties of their offices immediately at the close of the Annual Meeting.

*Section 5.* 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.

*Section 2.* The duties of the Vice President shall be to perform the duties of the President, in the event of the absence of the President or his or her inability to act. 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 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, as well as, 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. When authorized by the Board of Directors, checks written to disburse Association funds may be signed by the Executive Director or designated individual.

*Section 5.* 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 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 Committee shall have charge of all technical editorial details connected with publication of the journals as authorized by the Board of Directors. All business details connected with the publication of the journals 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 Strategic 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 members of the committee shall broadly represent the membership with respect to institutions/organizations, disciplines, geographical representation, 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 of 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 representatives and participating in the meeting of the WPSA representatives 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 6 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 4-years terms, with the committee electing its own President, Vice-President, and Secretary-Treasurer every 2 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, 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. 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 individual with the highest vote from those nominated during the World Congress year will also serve as a member of the Poultry Science Association Foundation (Article 9 of the By-Laws) during their four-year term. The funds of the USA branch of the WPSA will be placed in a restricted account within the Poultry Science Association (Article 9 of the By-Laws). 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. The Poultry Science Association reserves the right to refuse attendance to any individuals or groups whose actions and/or interests are not aligned with the mission and restrictions of membership as described in Article 3.

*Section 2.* Special meetings of the Board of Directors may be called by the President. A Special Meeting must be called upon if there is a written request to the President, from either five members of the Board of Directors or one-fifth of the membership of the Association. A quorum shall consist of two-thirds of the Board of Directors. A simple majority of those present will be required for passage of an issue at a meeting of the Board of Directors. Voting on issues by members of the Board of Directors may be concluded electronically. A unanimous vote will be required for the passage of an issue by electronic voting.

*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 10 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 Professional and Emeritus Members  
Minutes of the Previous 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  
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**

The Constitution and By-Laws may be altered or amended only by a two-thirds vote of the members present and voting at any Annual Meeting after each member of the Association has had a 45 day notice in writing of the proposed amendments.

### **ARTICLE 5**

#### **Quorum**

A quorum is defined as the voting members of the Association who are present at the Annual Business Meeting.

### **ARTICLE 6**

#### **Fiscal Year**

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

## **ARTICLE 7**

### **Membership**

*Section 1.* Professional membership shall be granted upon receipt by the Association's business office of full payment of annual dues and a completed membership application form.

*Section 2.* Post-Doc membership shall be granted upon receipt by the Association's business office of full payment of annual dues and a completed membership application form.

*Section 3.* 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 the institution as a full-time undergraduate or graduate student in a poultry science or poultry science-related curriculum. Student memberships may be renewed annually by timely payment of dues and documentation of continued full-time student status.

*Section 4.* Emeritus membership shall be granted to a Professional member of the Poultry Science Association upon request for Emeritus status in writing to the Association's Business Office. The member must have 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. This request must be reviewed and approved by the Board of Directors.

*Section 5.* Honorary membership shall be granted by nomination. The nomination must be made by three Professional members and unanimous recommendation of the Board of Directors. No more than five Honorary members can be recommended by the Board of Directors at any Annual Business Meeting.

*Section 6.* Application forms for Professional and Student memberships, and forms for the nomination of Honorary members, may be obtained from the Association's Business Office or its website.

## **ARTICLE 8**

### **Election of Fellows**

*Section 1.* Nominations for Fellows may be made by any individual knowledgeable of the nominee's accomplishments. These nominations shall be made in writing by November 1 of the year 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 of Directors to elect any member as Fellow.

*Section 2.* Not more than five 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 committee of the Poultry Science Association. The primary purpose of the Foundation is to advance the founding principles of the Poultry Science Association by providing financial support for specific components and activities of the Poultry Science Association and its members.

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

*Section 3.* The Foundation consists of eight members, a Chair and six members all of whom are appointed to three-year terms by the President of the Poultry Science Association, in three cohorts of two each

year. The additional member is the elected member of the WPSA-USA, with the highest votes, as outlined in Article 10, Section 7 of this Constitution, and will assume a four-year term on the Foundation in January following the World Congress. The President of the Poultry Science Association may reappoint Foundation members for two consecutive terms. The Poultry Science Association President and the Poultry Science Association Executive Director serve as ex-officio members of the Foundation. The Poultry Science Association Executive Director will make periodic financial reports to the Foundation.

## **ARTICLE 10**

### **The Poultry Science Association Hatchery (The Hatchery)**

*Section 1.* The name of the Poultry Science Association's student organization shall be the Poultry Science Association Hatchery (The Hatchery).

*Section 2.* The objective of PSA Hatchery is the educational, social, and academic/industrial advancement of its student members.

*Section 3.* Membership in PSA Hatchery shall consist of undergraduate students and graduate students, henceforth be referred to as students. All members of PSA Hatchery must be members of PSA. An active student member shall have all the rights and privileges of PSA Hatchery.

*Section 4.* The PSA Hatchery shall have two Student Directors who have alternating two-year terms of service. The two current student directors may not be from the same University, and they cannot serve more than one, two-year term.

*Section 5.* The Student Director shall be elected by mail or electronically prior to the Annual Meeting.

The ballot shall be provided to the membership at least 45 days prior to the Annual Meeting and shall provide space for write-ins. For members without e-mail or access to the electronic voting site, an absentee ballot for the election of officers may be requested by contacting the Association's Business Office at least 30 days prior to the meeting. The Business Office 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.

*Section 6.* The Student Directors will each serve a two-year term on the Poultry Science Board of Directors. The Student Director serving the second term will be the voting member while the Student Director serving the first term will have a non-voting position. The duties of the Student Directors shall be to represent student interests on the Poultry Science Board of Directors and to facilitate student planning on educational and social activities.

*Section 7.* The PSA Hatchery Annual Meeting shall be held in conjunction with the PSA Annual Meeting.