

2015 ACME Charter Revisions_Achee et al v2.0 Nov 17, 2015

Revisions made April 5, 2022 by Hamer et al.

Edits approved by email-voting and notified to ACME Council on July 26, 2024, by Troyo et al.



AMERICAN COMMITTEE OF MEDICAL ENTOMOLOGY (ACME) CHARTER

Name. The name of the organization shall be the American Committee of Medical Entomology (acronym—ACME). It is organized under the auspices of the American Society of Tropical Medicine and Hygiene (ASTMH), and will meet at least annually in conjunction with that society's annual meeting.

Objectives. The objectives of ACME shall be as follows:

1. To promote medical entomology in the ASTMH and other organizations whose scope of activities includes the area of arthropods that directly or indirectly cause diseases or conditions.
2. To organize symposia or workshops that emphasize, but are not limited to, the contributions of medical entomology to tropical medicine.
3. To recognize outstanding contributions by medical entomologists.
4. To recruit young professionals and train the next generation of medical entomologists.
5. To build an inclusive, open-minded, and environmentally friendly community of medical entomologists that reflects the diverse backgrounds of ASTMH membership.

Membership. Membership is effective for one year and shall result from either of two acts: 1. Payment of a fee of \$25 to the ASTMH designated for ACME membership. (Funds shall be placed in the ACME account); 2. Students and post-doctoral fellows may become ACME members by signing up and are not required to pay ACME membership dues. All ACME members must be in good standing as members of the ASTMH.

Officers. There shall be an Executive Council comprised of thirteen [13] voting members, including a Chairperson, a Chairperson-Elect, a Past-Chair, a Secretary-Treasurer-Elect, a Secretary-Treasurer and a Trainee Representative. Officers must be ACME members at the time of their election and throughout their terms. The Trainee Representative shall serve for a period of two years, and all other Executive Council members serve four-year terms. Four new members, including the Trainee Representative, shall be elected each year. Terms of service begin with the Executive Council meeting held the year of election and end with the Executive Council meeting at the end of the fourth year, i.e. Executive Council members attend five meetings. The Chairperson, Past-Chair and Chairperson-Elect

serve for one year. The Secretary-Treasurer-Elect shall serve for one year. The Secretary-Treasurer shall serve for two years. The Past-Chair is an *ex officio* member of the Executive Council without Council voting rights if they have exceeded their fourth year of Council membership.

SELECTION OF OFFICERS:

Executive Council Members. The three members who are due to rotate off the Executive Council shall comprise the nominating committee each year. As the three council members are rotating off in the final year, they shall prepare a slate of nominees for election to the Executive Council. This slate shall consist of the names of at least five individuals. In addition, there should be two Trainee representative candidates on the slate. Nominees must be ACME members at the time of their nomination and must either have not previously served on the Executive Council OR one of the following is true:

1. They are presently filling unexpired vacancies created by death or resignation from the Executive council.
2. They have been off the Executive Council for at least one full year.
3. Trainee Representative nominees can either be enrolled in a Graduate program or a young professional in a position such as a post-doctoral researcher.

It shall be the responsibility of the Nominating Committee to determine the eligibility of the nominees and to ascertain their willingness to serve on the Executive Council if elected. Upon completion of the slate of nominees and ascertaining the willingness of the nominees to serve, the Nominating Committee shall submit the slate to the Secretary-Treasurer, who shall prepare ballots to be sent to all members. Election should be completed no later than August 15. Executive Council members elected shall assume office at the beginning of the following Executive Council meeting.

Chairperson-Elect. The Executive Council shall elect a Chairperson-Elect from among their members during the annual meeting of the Executive Council. Service as Chairperson-Elect begins at the end of the next ACME Business meeting.

Chairperson. The serving Chairperson-Elect shall assume the responsibilities of the Chairperson when the newly elected Chairperson-Elect assumes office.

Past-Chair. The Chairperson from the previous year shall serve as the Past-Chair.

Secretary-Treasurer-Elect. The Executive Council shall elect a Secretary-Treasurer (which may include self-nominations) from among their members at any time there is a pending vacancy of the Secretary-Treasurer office. The Secretary-Treasurer-Elect will ideally be trained by the serving Secretary-Treasurer for a period of one year prior to assuming the role of Secretary-Treasurer.

Secretary-Treasurer. The serving Secretary-Treasurer-Elect shall assume the responsibilities of the Secretary-Treasurer when that person vacates the position. Service shall be for a period of two years and is contingent upon annual re-appointment by the Executive Council.

DUTIES OF OFFICERS:

Chairperson. The Chairperson shall represent ACME to other Organizations, shall officiate at all meetings of the Executive Council and at annual business meetings, shall submit an annual report to

the Executive Council of ASTMH, make all appointments for ACME, such as the individual to present the Hoogstraal Medal for Outstanding Achievement in Medical Entomology.

Chairperson-Elect. The Chairperson-Elect shall assist the Chairperson, shall serve in the absence of the Chairperson, and shall be responsible for the organization of symposia and workshops at the annual meeting of the ASTMH.

Past-Chair. The Past-Chair shall serve as a counselor to the Chairperson, particularly to maintain ACME institutional memory in council actions and decisions. They may also be called upon by the Chairperson to attend the ASTMH Executive Council Annual and Mid-year meetings in the Chairperson's stead if needed.

The Chairperson, Chairperson-Elect, and Past-Chair are to serve jointly as ACME leadership, including each other in ACME business communications and decisions throughout the year, to competently guide ACME in the present and future.

Secretary-Treasurer-Elect. The Secretary-Treasurer-Elect shall assist the Secretary-Treasurer and shall serve in the absence of the Secretary-Treasurer.

Secretary-Treasurer. The Secretary-Treasurer shall coordinate with ASTMH administration staff member(s), record minutes of all meetings, shall prepare ballots for election, and shall receive, disburse and maintain an accounting of all moneys used by ACME. The Secretary-Treasurer keeps records of the council members and officers and shall notify Executive Council members of the years of the meetings they are expected to attend. The officer will also train the Secretary-Treasurer-Elect.

Trainee Representative. The Student Representative shall coordinate with the ACME leadership on initiatives that foster subgroup collaboration, especially those for student and/or trainee Society members. During the second year of the representative's term, the Trainee Representative will help train the newly-elected Trainee Representative.

OTHER PROCEDURES.

Subcommittees. Subject area subcommittees can be established and abolished by the Executive council.

Subcommittees. Subcommittee chair and membership positions can be filled by members of the Executive Council or other ACME members. Subcommittee membership is made through self-nomination or appointment by the ACME Chair, and there is no minimum or maximum duration of serving as subcommittee chair or member. Subcommittees will have a maximum of 5 active Council members and 5 active ACME members. The subcommittee members who are not active elected Council members are not allowed to be present during the business meeting of the Council Meetings. Council meetings will be structured to allow non-elected members of the Council join when discussing subcommittee topics.

- **Awards** – Award Coordinators will work with the appropriate ASTMH administration staff member(s) in preparing and/or circulating the announcements for nominations/applications amongst our membership, shall prepare and send ballots for election, maintain the candidate records, and inform the appropriate ASTMH administration staff member(s) of final awardee selection. The Award Coordinators will exist for 1) Travel Awards, 2) the Hoogstraal Medal, the

Breakthrough Award, the Future Leaders in International Medical Entomology Award, and 5) the Award of Distinction. The Hoogstraal Medal candidates will be reviewed and scored individually by the incoming, current, and past Chairs. When selection of the Hoogstraal candidate is difficult, the rest of the Award Subcommittee members will be asked to review, score, and discuss the candidates until an individual is selected.

- **Trainees** – The trainee subcommittee shall coordinate trainee events at the ASTMH Annual Meeting and throughout the year. They will also work with ASTMH administrative staff and other Subgroups for establishing mentorship relationships.
- **Advocacy** – The advocacy subcommittee is committed to advocating for the role of medical entomology in public health. This includes raising awareness of pertinent issues with policy makers, highlighting the importance of research and making specific funding requests for areas of concern or neglect.
- **Arthropod Containment Guidelines** – The arthropod containment guidelines subcommittee serves in one of ACME's long-standing international leadership positions of recommending guidelines for the safe containment of arthropod vectors of disease. The subcommittee will make periodic revisions to the published guidelines.
- **Visibility** – Raising awareness of ACME activities to the broader community, encouraging active participation by ACME members, and recruiting future leaders are all roles of visibility subcommittee. Members of the visibility subcommittee produce the spring and fall newsletter, manage the ACME Twitter account, and manage the ACME booth at the Annual Meeting.
- **Education** – The education subcommittee will work with the appropriate ASTMH administration staff member(s) and the ASTMH Digital Education Committee (DEC) to coordinate the Society's educational plan. Either the Chair of the Education subcommittee or another member of this subcommittee, designated by the subcommittee Chair, will serve on the DEC for 3-year terms. The education subcommittee will also organize the Pre-Meeting Course at the ASTMH Annual Meeting.

Unusual vacancies. In the event of vacancies created on the Executive Council by death or resignation, additional nominations will be made by the members of the Executive Council and will be included on the annual ballot for vote by the membership to complete the unexpired terms. In such cases, individuals receiving the next highest number of votes to the three individuals elected to full terms will be elected to complete the unexpired terms.

Adoption of subsequent modifications. The adoption of this document and subsequent changes shall be upon recommendation of the Executive Council and affirmation by a simple majority vote and will be effective immediately.

Voting. In the event balloting results in a tie vote between the top two candidates for any position, the tie will be broken by coin toss. The Secretary-Treasurer, having designated one side of the coin to each candidate in advance, shall conduct the toss.