

Officers

President

The President shall preside over meetings of the Council and the Annual Business Meeting of the Society, serve as Chair of the Executive Committee, appoint and charge, with the approval of the Council, the Chair and members (in consultation with the designated Chairs) of all committees of the Council, and carry out other activities usually pertaining to the office.

The President is responsible for seeing that all functions of the Society are performed in a timely manner, consistent with the Constitution and Bylaws of the Society and the charge of Council, and in a financially responsible manner.

The President is invited to give a scientific lecture at the Annual Meeting.

President-Elect

The President-Elect serves as a member of the executive committee and the Scientific Program Committee for the next Annual Meeting of the Society. Presidents are limited to a single term. The President-Elect shall automatically succeed to the presidency.

Immediate Past-President

The Immediate Past-President shall be the chair of the Scientific Program Committee for the next Annual Meeting of the Society. S/he shall be chair the Nominating committees, s/he submits a slate of candidates for the presidential office in the annual election. The Immediate Past President shall also nominate the recipient of the ASP Lifetime Achievement Award, and present it to Council for its approval. The Immediate Past-President shall arrange a luncheon discussion meeting for the former Presidents of the Society at the Annual Meeting of the Society, to ensure that the past wisdom and history of the Society is not forgotten.

The Immediate Past President shall carry out the duties of an absent or disabled President.

Secretary

The Secretary is elected to a four year term and may be re-elected for one additional term. S/he is responsible for ensuring that the meetings and activities of the Society are carried out within the framework of the Constitution and Bylaws of the Society. The Secretary has primary responsibility for overseeing nonfinancial aspects of the office of the Executive Secretary and ensuring that these obligations are performed properly and in a timely manner.

The Secretary, with the assistance of the Secretariat, prepares minutes of all meetings of the Council, Executive Committee and Membership, and distributes minutes of such meetings for approval and posting on the web site in a timely manner (one month or less). The Secretary serves as parliamentarian at meetings and writes letters of election and appointment to positions in the Society.

A vacancy in the office of Secretary shall be filled by appointment by the President and ratified by a majority of voting members of the Council until the next regular election.

Treasurer

The Treasurer is appointed from the membership by the Council for a three-year term. S/he serves at the pleasure of Council and may be re-appointed for additional terms. The treasurer is a member of the Executive Committee. The Treasurer also has primary responsibility for oversight of the financial aspects of the office of the Secretariat, ensuring that obligations are performed properly and in a timely manner. In addition, the treasurer:

1. Prepares and submits to the President the annual budget for approval by council.
2. Provides current budget reports to the Council at each meeting and to Membership annually.

3. Reviews bank statements and records of financial transactions on a current basis.
 4. Reviews the annual tax return.
 5. Oversees the annual financial audit by independent auditors.
 6. Assists the President and Council in preparation of the annual budget.
 7. Assures that activities of the Society are carried out within the approved budget.
 8. Assures that appropriate safeguards are in place to insure the financial integrity of the Society.
- A vacancy in the office of Treasurer shall be filled by appointment by the President and ratified by a majority of voting members of the Council until the next regular election.

Councilors

At the call of the President, the Council shall hold two regular meetings at the time of the annual scientific meeting. One should be shortly after the Annual Business Meeting and the second a year later shortly before the next Business meeting. A third council meeting between the other two may be held at the discretion of Council. The President may call additional Council meetings, providing a majority of the Executive Committee concurs.

The **Associate Councilor** is elected at the mentoring lunch by the students/postdocs for a two year term. He or she is responsible for representing students/postdocs on council and participating in activities at Society meetings. An Associate Councilor must be a member of the Society, a student or postdoc, and remain in the field of photobiology as a student/postdoc during the term of office.

At the first meeting after the Annual Business Meeting, Committee appointments shall be approved by Council. At the second regular meeting, the Council shall consider changes in dues, amendments to the Constitution and Bylaws, and proposals for affiliation, and set the agenda for the Business Meeting. Newly elected Council members, who have not yet taken office, are expected to attend this meeting, but may not vote. For the purposes stated above, the Society's year consists of the time between Annual Business Meetings.

The duties of the Council shall be to determine the policies for the good of the Society and the science it represents in accordance with the Constitution and to implement the execution of these policies as provided in the Bylaws.

1. It shall authorize the expenditure of Society funds, and it shall obtain and review an annual audit of the Society finances.
2. It shall authorize and assist in the planning and funding of scientific meetings.
3. It shall elect the Editor of *Photochemistry and Photobiology* for a five-year term by a two-thirds majority vote.
4. It may, if deemed necessary, appoint an Executive Secretary (Secretariat) with appropriate compensation to assist in handling the affairs of the Society.
5. The Council shall appoint an Executive Committee from its members and may delegate to this committee such powers as it sees fit.
6. Interim vacancies among the Councilors may be filled by the Council until the next regular election of the Society.
7. The Council shall have power to conduct other business by means of postal or electronic mail vote. Chairs of all committees of Council must be chosen from the Council.
8. Nine (9) voting Members of the Council shall constitute a quorum.
9. The Council may apply for grants or secure donations for specific projects which are consistent with the purposes of the Society and they or appropriate Committees of the Council may then meet to conduct their business at times other than the Annual Meeting with expenses defrayed by said grants or donations.