

PRINCIPLES, BY-LAWS AND GUIDELINES FOR AWARDS, GRANTS, JOURNALS, COMMITTEES AND ARCHIVES OF THE AUSTRALIAN SOCIETY FOR PARASITOLOGY INC.

Revised 6 September 2023

1. INCLUSIVITY PRINCIPLES

The Australian Society for Parasitology Inc., herein referred to as *The Society*, recognises that we operate in a diverse local, national and global community. The Society is committed to sustaining a diverse, culturally inclusive membership and strives to achieve equality in all aspects of its governance, administration, awards and conference participation. Our goal is a socially inclusive membership and we support multi-culturalism and anti-discrimination including non-discrimination on the basis of gender, sexual orientation, race, religion, age or disability. This includes supporting our LGBTQI+ (Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex) colleagues by encouraging our members to become part of the ALLY Network. The Society also recognises the importance of participation by Aboriginal and Torres Strait Islanders in parasitology and welcomes all Aboriginal and Torres Strait Islander colleagues and indigenous researchers from all countries.

2. GENDER EQUALITY PRINCIPLES

The Society recognises and values the wealth of talent, creativity and discoveries achieved by women in parasitology. We acknowledge that women continue to be under-represented in the field, particularly at senior levels. The Society is, therefore, committed to gender equality in our discipline and in the Society. This goal of gender equality is important for two reasons. The first reason relates to the science we conduct. We recognise that women are under-represented at conferences, particularly as invited speakers. Thus, the important contributions and discoveries made by a significant portion of our community remain under-recognised. Second, career development in the sciences is driven not only by publication output but also by prestige measures; thus, equal representation at conferences and recognition through awards is important for women to thrive and develop in their careers.

The Society's Annual General Meeting and Scientific Conference is a focal point of the Society and, therefore, we seek to ensure equality for all participants, and to achieve gender balance at all levels of the meeting including in the Conference Organising Committee, among plenary and invited presentations, and session chairs. The Society additionally aims to ensure that its meetings are safe, and held in inclusive venues to promote active engagement and discussion, the aim being to promote responsible participation in business and social events by all delegates and committee members, so that all participants can experience all the benefits of our meetings. These goals will be achieved by: working with conference partners, sponsors and co-hosts to ensure that they adopt and enact gender equality policies at the outset of their conference organisation; and auditing our meetings to gauge how we have performed in gender equality and inclusivity, and using this information to guide development of future conferences.

The Society is also committed to achieving gender equality across all its Committees including, but not limited to, its Council, Bancroft-Mackerras Medal Selection Committee, J.F.A. Sprent Prize Selection Committee, Research Network Committee, Concepts in Parasitology Organising and Curriculum Committee and lecturers, Education Committee, and the Editorial Boards of the Society's journals, including *The International Journal for Parasitology (IJP)*, *IJP: Parasites and Wildlife*, and *IJP: Drugs and Drug Resistance*.

3. AWARDS

The Society recognises that prizes and awards to individual members for outstanding achievement has the ability to inspire others and further the discipline. The Society, therefore, sponsors the following awards:

3.1. The Bancroft-Mackerras Medal of the Australian Society for Parasitology

A medal and certificate to be presented to an Ordinary member or Fellow who, in the opinion of a selection committee appointed by the Council, has made an outstanding contribution to the science of parasitology, particularly in work published during the last 5 years. Nominations are to be called for yearly but the award need not be given every year. The medal will be known as "The Bancroft-Mackerras Medal of the Australian Society for Parasitology". The Medal commemorates the contribution of the Bancroft-Mackerras dynasty to the development of the discipline of parasitology in Australia from the 1860s to 1960s. The recipient will deliver an oration at the annual conference of the Society, receive reimbursement of reasonable travel costs to the conference at which the medal is presented and will be a guest of the Society for the duration of the conference. The procedure for selection of the recipient is as follows:

- (a) Council shall appoint a committee of five from its Fellowship and this shall be called "The Bancroft-Mackerras Medal Selection Committee" (Council responsibility stops here and it must be prepared to have faith in the committee that it appoints, the members of which it has previously elected to its Fellowship and, thus, Council may only endorse the committee's recommendation);
- (b) Each member of the Bancroft-Mackerras Medal Selection Committee shall serve for 5 years, with Council appointing one new member to replace one retiring member each year and retiring members will not be eligible for reappointment until a year has elapsed (this system will ensure both continuity and regular change in membership of the Bancroft-Mackerras Medal Selection Committee);
- (c) Serving members of the Bancroft-Mackerras Medal Selection Committee shall be automatically barred from being nominated themselves or from proposing or seconding someone else, however, members of Council or other office bearers shall not be so barred and the Bancroft-Mackerras Medal Selection Committee shall be able to bring to the notice of the Executive Secretary the name of any candidate it considers worthy of nomination so that the Executive Secretary can encourage such nomination to be made;

- (d) Council appoints a Convenor from among the five members of the Bancroft-Mackerras Medal Selection Committee (when matters pertaining to the Bancroft-Mackerras Medal are to be considered, the Convenor may not divulge the names of nominees for the Medal, but may discuss procedures with the Executive Secretary, who will receive the nominations in the first instance and these will be confidential to him/her also);
- (e) Nominations shall be made by a proposer and a seconder, and consist of (i) a detailed statement of nomination describing the nature of the "outstanding contribution to the science of parasitology" for which the nominee has been responsible (the statement should make explicit reference to particular aspects of the research achievements of the nominee and should be signed jointly by proposer and seconder, or each may submit a separate statement), and (ii) a *curriculum vitae* including a list of all publications;
- (f) The permission of the nominee is not required and the nominee need not be made aware of his/her nomination;
- (g) Nominations should be received by the Executive Secretary of the Society, by 30 September each year and forwarded to the Convenor of the Bancroft-Mackerras Medal Selection Committee;
- (h) The Convenor shall ensure that all members of the Bancroft-Mackerras Medal Selection Committee receive copies of nominations;
- (i) Through the Convenor, the Bancroft-Mackerras-Medal Selection Committee may request additional information on any candidate from the nominator or seconder, and may seek the opinion of referees of its own choosing and any such additional information should be supplied to all members of the Bancroft-Mackerras Medal Selection Committee;
- (j) Each member of the Bancroft-Mackerras-Medal Selection Committee independently ranks the nominations, after eliminating any considered of insufficient calibre, and forwards his/her ranking, with reasons, to the Convenor, who then circulates the individual rankings and reasons to all members of the Bancroft-Mackerras Medal Selection Committee (a period should be allowed for members to consult with each other and, if desired, reconsider final ranking to the Convenor before the nominee with the highest combined rank, *i.e.*, the lowest total score, will become the Bancroft-Mackerras Medal Selection Committee's recommendation);
- (k) The Convenor brings to Council the results of the deliberations of the Bancroft-Mackerras Medal Selection Committee for the purpose of formal ratification in the form either of (i) "The Bancroft-Mackerras Medal Selection Committee for the selection of the 20_ Bancroft-Mackerras Medallist agrees that (name) is a worthy recipient of the Medal and recommends to Council that the Medal be awarded" or (ii) "It is the recommendation of the Bancroft-Mackerras Medal Selection Committee for the selection of the 20_ Bancroft-Mackerras Medallist that the Medal not be awarded";

- (l) Three months in advance of the Annual General Meeting of the Society the President shall advise the recipient, in confidence, of their Award, invite the Medallist to attend the annual conference of the Society so the Medal may be presented in person and request that the recipient present an oration on a subject of their choice but which is appropriate to the occasion;
- (m) The name of the recipient shall remain confidential to the Bancroft-Mackerras Medal Selection Committee and President until the Convenor brings to Council the results of the deliberations of the Bancroft-Mackerras Medal Selection Committee, preferably at the Council Meeting preceding the Annual General Meeting;
- (n) The Executive Secretary shall return all nomination documents for unsuccessful nominees to the nominators at least one month before the Annual General Meeting and all correspondence other than that dealing with the recipient of the Medal, the recipient's nominators and the Bancroft-Mackerras Medal Selection Committee Convenor shall be destroyed;
- (o) Nominations stand only for the year in which they are made, but without prejudice to renomination of unsuccessful candidates in subsequent years.

3.2. The John Frederick Adrian Sprent Prize of the Australian Society for Parasitology

A prize to be presented to a Student member who, in the opinion of a selection committee appointed by the Council, has written an outstanding thesis in parasitology for which the degree of PhD was awarded during the previous 3 years. Nominations are to be called every 3 years but the prize need not be given at every selection. The prize will be known as "The John Fredrick Adrian Sprent Prize of the Australian Society for Parasitology". The prize was established as a result of a donation from, and honours the memory of, Founding Member, Inaugural President and Fellow of the Australian Society for Parasitology, Professor J.F.A. Sprent. The recipient will be awarded a cash prize and certificate, together with a bronze plaque with the image of Professor Sprent on the face, garlanded by the words, "The John Frederick Adrian Sprent Prize" and the words, "Australian Society for Parasitology". A space should be left for engraving the name of the recipient and the year of award beneath the portrait. An interest-bearing account will be maintained, in the name of the Society and operated by the Treasurer, into which money donated by the membership can be received and invested to accrue the best interest. Donations may be sought from time to time by the Treasurer of the Society to maintain sufficient capital to allow a substantial gift to be awarded. The recipient will deliver a lecture at the annual conference of the Society, receive reimbursement of reasonable travel costs to the conference, and will be a guest of the Society for the duration of the conference. The procedure for selection of the recipient is as follows:

- (a) No age restriction on recipients but the prize shall be made only to a PhD graduate in parasitology of the previous 3 years who was a Student member of the Society for at least 2 years during their PhD candidature;
- (b) A J.F.A. Sprent Prize Selection Committee will be appointed by Council, consisting of four members of the Society, who are deemed by Council to have appropriate experience to serve on the J.F.A. Sprent Prize Selection Committee and, in addition,

Council will appoint two or more reserve members to the J.F.A. Sprent Prize Selection Committee in case there are any conflicts of interest;

- (c) The President of the Society will act as Convenor of the J.F.A. Sprent Prize Selection Committee, but will not influence the deliberations or recommendations of the committee except where there is a tie in the voting (the President may delegate convening of the J.F.A. Sprent Prize Selection Committee to another member of Council with Council's agreement if, e.g., the President is potentially conflicted in assessment of candidates);
- (d) The Convenor will rule on situations in which a conflict of interest arises and may replace Committee members with appointments from the reserve list;
- (e) Each member of the J.F.A. Sprent Prize Selection Committee cannot serve consecutively for more than two selections and two members will retire after each selection and be replaced by two new members (this system will ensure both continuity and turnover of the membership of the J.F.A. Sprent Prize Selection Committee);
- (f) The J.F.A. Sprent Prize Selection Committee will assess the nominations for the prize received for each selection and to recommend the name of the recipient (if any) to Council and the entire deliberations of the J.F.A. Sprent Prize Selection Committee will remain strictly confidential to the members of the J.F.A. Sprent Prize Selection Committee and Convenor at that time (Council has the power only to endorse the J.F.A. Sprent Prize Selection Committee's final recommendation);
- (g) Serving members of the J.F.A. Sprent Prize Selection Committee cannot be nominated for the prize, nor can they nominate or second anybody else for the prize but members of Council or other office bearers would not be so barred and the J.F.A. Sprent Prize Selection Committee may bring to the notice of Council the name of any candidate it considers worthy of nomination so that Council, if it agrees, can arrange for such nomination to be made;
- (h) Nominations should be made by a proposer and a seconder who are members of the Australian Society for Parasitology and the nomination should include (i) copies of nominee's thesis, (ii) a detailed statement describing the merits of the candidate's postgraduate research as embodied in the PhD thesis (this statement should be signed jointly by proposer and seconder, or each may submit a separate statement), (iii) a detailed *curriculum vitae*, and (iv) copies of any publications post-dating the PhD submission date;
- (i) The permission of the nominee is not required and the nominee need not be made aware of his/her nomination;
- (j) The call for nominations will be advertised to all members of the Society in the Newsletter(s) of the Society in the calendar year preceding award of the J.F.A. Sprent Prize, with nominations accepted by the Executive Secretary, Australian Society for Parasitology, only until 30 September in the calendar year of advertisement, and forwarded to the President who will provide copies to each member of the J.F.A. Sprent Prize Selection Committee (the J.F.A. Sprent Prize

Selection Committee, through the Convenor, may request additional information on any candidate from the proposer or seconder and may seek the opinion of referees of its own choosing, with this additional material being supplied to all members of the Committee);

- (k) Each member independently assesses the nominations, after eliminating any candidate of insufficient calibre, and forwards their recommendation of a recipient with reasons to the Convenor, who then circulates the individual assessments and reasons to all members of the J.F.A. Sprent Prize Selection Committee, whereupon committee members should consult with each other and, after reconsidering their recommendation, submit their final choice to the Convenor (the nominee with the highest number of votes will accordingly become the J.F.A. Sprent Prize Selection Committee's recommendation and, in the event of a tie, the final choice should be made by a simple majority vote of the J.F.A. Sprent Prize Selection Committee, including that of the Convenor, amongst the tied nominees);
- (l) The name of the recipient shall remain confidential to the J.F.A. Sprent Prize Selection Committee and Council until the prize is presented at the annual conference of the Society and all nomination documents for unsuccessful nominees should be returned to the nominator(s) and all correspondence, other than the letter advising the recipient of their selection shall be destroyed.

3.3. J.D. Smyth Award

An award of financial assistance is to be provided to Student members of at least 6 months standing who are enrolled at a recognised Australian university for the purpose of travelling overseas to gain knowledge on techniques that may not be available in Australia, to form liaisons that may benefit their careers in the longer term and to promote the cause of parasitology in Australia. The award is not provided for the primary purpose of attending a conference. The maximum value of the award is to be determined annually by the Council. Recipients are to be chosen by the Research Network Committee.

3.4. The Australian Society for Parasitology Elsevier Lectureships

To complement the scientific presentations at the annual conference of the Society, researchers of international reputation in parasitology may be awarded an Australian Society for Parasitology Elsevier Lectureship and be invited to attend and present their work as:

- *The International Journal for Parasitology Lecturer;*
- *The IJP: Drugs and Drug Resistance Lecturer; or*
- *The IJP: Parasites and Wildlife Lecturer.*

The Society may assist financially in the invited speaker's attendance at the meeting, including the granting of free registration for the meeting.

The Conference Organising Committee will select the annual recipients of the Lectureships and will consider, but not be obliged to select any of, up to four nominees (at

least two of which must be women) from each of the Editors of the Society's scientific journals. The Editors will submit their nominees (including *curriculum vitae*) to the Research Network Convenor by March 31 in the year preceding the annual conference. Lecturers will be selected for the quality of their research, in the context of the conference's scientific themes.

3.5. The Australian Society for Parasitology Student Award

A cash award(s) to be presented at the annual conference to a Student member(s) of the Society who has been financial for at least 3 months prior to the conference, for a presentation of research findings in the form of an oral presentation and/or a poster delivered at the annual conference of the Society and judged, by a sub-committee convened by the Conference Organising Committee, to be of a high degree of excellence. The award(s) need not be given at every meeting.

3.6. The Australian Society for Parasitology Undergraduate Prize

A cash award is to be provided to Australian institutions identified by the Council as offering a suitable course in parasitology, for presentation to the best undergraduate student in parasitology. Selection of individual recipients would be by the institutions according to procedures agreed by the Council. The award may be shared and need not be made every year, at the discretion of the institution.

4. FUNDING SCHEMES

The Society aims to: promote and facilitate interaction between colleagues, peers and potential research partners; communicate the scientific achievements of its members; and create professional development opportunities for them, in particular for postgraduate students and early career postdoctoral fellows. Therefore, the Society provides funding assistance for its members to undertake important, relevant travel.

4.1. Student Conference Funding Scheme

Student Conference Travel funding is available to assist Students members who are enrolled at a recognised Australian university to attend the annual conference of the Society. Eligibility for Student Conference Travel funding is further limited to individuals who have been financial members for at least 3 months prior to the conference. The funding available each year for the Student Conference Travel funding will be set by Council.

4.2. Researcher Exchange, Training and Funding Scheme

Funding Assistance is available to members of the Society for Researcher Exchanges, Training Courses, Visiting International Lectureships, Workshops and Grant Writing Retreats. This may include: exchanges between laboratories (ranging from a few weeks

up to a year); lecture tours by esteemed international scientists; workshops and/or grant writing retreats that promote or foster significant collaboration between members of the Society (*e.g.*, for large scale research undertakings); and training courses (*e.g.*, the Biology of Parasitism Course at Woods Hole) but excluding the Society's Concepts in Parasitology Course, which is already subsidised by the Society. This funding scheme does not support travel to attend conferences. Guidelines for the distribution of funds are summarised below:

Applicants must be current members of the Society and current employees or students in an Australian institution;

Applicants must clearly describe the purpose of the travel, together with a convincing justification of the benefits to the individual and the Society;

Applications will be considered by a committee convened by the Society's Research Network (the Research Network Committee);

In each selection round, the Research Network Committee will select the most meritorious application by an eligible student to be awarded a J.D. Smyth Postgraduate Student Travel Award;

The amount of assistance to be provided will depend on the number of worthy applications received each year, with due regard to the budget limitations of the fund and previous history of funding of any individual (awards will, generally, be in the range of \$2,000 to \$10,000 but higher amounts may be considered under exceptional and particularly well explained and justified circumstances);

Applicants must show evidence of either having obtained funds from other sources or show evidence of making genuine attempts to obtain funds from other sources to augment the Society's funding, except for applications for travel wholly within Australia where the funds requested are less than \$2000;

Whilst the Society will provide funds towards travel, accommodation and subsistence for Researcher Exchanges, it is expected that the collaborating laboratories will furnish the costs for the research;

Successful applicants must promote the Society, where possible and appropriate, including using the Society logo on presentations, and acknowledging the Society support in any publications resulting from the funded activity (logos and wording to acknowledge the Society's support will be supplied to awardees);

Successful applicants are under an obligation to report back to the Society, with a written report within one month of completion of the proposed program and the report will contain (i) the name of researcher(s), (ii) any outcomes linked to the program (*e.g.*, publications, professional reports, new collaborations or new lines of inquiry resulting from the program, grant applications, new skills developed etc), (iii) a financial report, including receipts (the length of this report need not exceed two pages but failure to comply with the above will lead to disqualification from future consideration in relation to this fund, and the report may be used in the Society's Newsletter and/or website).

5. SCIENTIFIC JOURNALS

The Society operates three scientific journals to disseminate knowledge of parasitology: *The International Journal for Parasitology*; *IJP: Parasites and Wildlife*; and *IJP: Drugs and Drug Resistance*. The Editors of these journals are appointed by Council for a period of 3 years, with the possibility of re-appointment for further periods of 3 years with no limit to the number of years of continuous service.

The Editors shall review and edit all papers submitted for publication and shall be responsible for the standard of papers published in the Society's journals.

The Editors shall, in consultation with the Council of the Society, appoint such editorial officers as are necessary for administering, and advising on, the editorial policy of each Journal.

The Editors shall formulate the policies for each journal, in consultation with the Society and following discussion with the publishers.

The Editors shall liaise with the publishers of the journals, on all matters relating to each journal.

The Editors shall keep the Society informed of any proposed changes in the format of each journal.

The Editors, or their delegates, shall attend Council meetings and the Annual General Meeting of the Society and provide reports on the journals at each meeting. The Editors shall submit to the Treasurer by March 31 each year an audited financial statement for each journal for the previous year ending December 31.

6. AUSTRALIAN SOCIETY FOR PARASITOLOGY RESEARCH NETWORK

The Society established a Research Network in 2004, upon the award of substantial funding from the Australian Research Council and the National Health and Medical Research Council. The Council of Society appoints a Convenor and Executive Officer of the Research Network for terms of 3 years, with the possibility of re-appointment for further periods of 3 years with no limit to the number of years of continuous service, to oversee and implement the activities and initiatives of the Research Network to address the following goals:

- to further the strategic development of Australian parasitology research and education;
- to assist the Society in the organisation of an annual scientific conference of the highest quality;
- to assess applications and manage the Society's funding schemes and awards including the Researcher Exchange, Training and Travel Funding Scheme, J.D. Smyth Awards, Student Conference Travel Funding Scheme, Student Awards, and other awards approved by the Council of the Society from time to time; and

- to raise the awareness of Australian parasitology with the general public through the development of outreach initiatives;
- to produce the Society's Newsletter and maintain the Society's Website.

The level of funding for the activities and awards listed above will be determined by the Council, in its sole discretion, at its meetings each year. The Council may appoint an external organisation as the Administering Organisation for the Research Network and provide that organisation with a grant to carry out the operations and activities of the Research Network.

The Convenor and Executive Officer are responsible for forming and coordinating a committee (the Research Network Committee) to assess applications for the funding schemes and awards listed above. The Convenor and Executive Officer are also responsible for forming and coordinating a Conference Organising Committee to develop the scientific program of the Society's annual conference each year.

The Convenor and/or Executive Officer of the Research Network shall attend Council meetings and the Annual General Meeting of the Society and provide reports on the Research Network's activities at each meeting.

7. AUSTRALIAN SOCIETY FOR PARASITOLOGY CONCEPTS IN PARASITOLOGY COURSE

A Convenor shall be appointed by Council for a period of 3 years with the possibility of re-appointment for further periods of 3 years with no limit to the number of years of continuous service, to form and coordinate a Concepts in Parasitology Organising and Curriculum Committee to plan, oversee and implement the Society's advanced parasitology course activities and initiatives, which are to:

- provide a comparative overview of the most important topics in parasitology, equipping early career researchers with the conceptual framework, technological know-how and skills to meet the challenges of the future; and
- build on the strength of the Australian parasitological community by having world-experts across a wide range of disciplines share their knowledge with students.

The Convenor, or their delegate, of the Concepts in Parasitology Course Organising and Curriculum Committee shall attend Council meetings and the Annual General Meeting of the Society and provide reports on the course at each meeting.

8. AUSTRALIAN SOCIETY FOR PARASITOLOGY EDUCATION COMMITTEE

A Convenor shall be appointed by Council for a period of 3 years with the possibility of re-appointment for further periods of 3 years with no limit to the number of years of continuous service, to form and coordinate an Education Committee to plan, oversee and implement the Society's tertiary educational activities and initiatives, which aim to develop a framework and educational resources for parasitology teaching in Australia, identifying basic concepts that will apply to all areas of parasitology.

The Convenor, or their delegate, of the Education Committee shall attend Council meetings and the Annual General Meeting of the Society and provide reports on the Education Committee's activities at each meeting.

9. ARCHIVES

The Society shall maintain appropriate records of its history. These will be overseen by an Archivist, who shall be appointed by Council for a period of 3 years and then subject to re-appointment for further periods of 3 years with no limit to the number of years of continuous service.

The Archivist, or their delegate, shall attend Council meetings and the Annual General Meeting of the Society and provide reports on the Society's records and archives at each meeting including casting and provision of medals, plaques and folios for, *e.g.*, the Society's various awards and Fellowship citations.

10. AFFILIATION

The Society may affiliate with other bodies and other bodies may affiliate with the Society only on the affirmative vote of two-thirds of the members at a duly called business meeting or of those replying within 30 days to postal ballots issued by the Secretary provided votes are cast by a quorum of members.

The Society shall only affiliate with other bodies having objects similar to those of the Society, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as that imposed upon this Society.