

**Student Affairs Committee Report**  
**ESA North Central Branch Executive Committee**  
**Madison, Wisconsin, 18-21 March 2018**

**To:** Executive Committee of the Entomological Society of America North Central Branch  
**From:** Student Affairs Committee of the Entomological Society of America North Central Branch

**Committee Membership (Table 1.)**

There was a large amount of turnover (56% of the membership) on the Student Affairs Committee (SAC) following the 2017 ESA NCB meeting in Indianapolis, Indiana. Six members of the SAC completed their terms following the 2017 NCB meeting and were replaced at their respective institutions. One member rotated off without a replacement, another was deemed to be out of contact, and the last was an ad-hoc member that served as the Treasurer of the SAC. Also at the conclusion of the 2017 NCB meeting, Rachael Sitz (Colorado State University) rotated off the SAC following her term as Chair for the 2016-2017 term, Todd Johnson (University of Illinois at Urbana-Champaign) rotated from Vice-Chair to Chair of the SAC, and Amanda Skidmore (University of Kentucky) was appointed Vice-Chair for the 2017-2018 term.

The large amount of turnover, loss of contact of some members, and the need for ad-hoc membership highlight some key problems the SAC has experienced since I joined the committee as a regular member during my 2015-2016 term. Membership on the SAC has previously been obtained through word-of-mouth, rather than a formal election or appointment to the SAC by the respective graduate organizations of its members. This is not democratic and likely restricts membership to a certain subset of the graduate population from our member institutions. Further, this word-of-mouth approach minimizes knowledge about the SAC within member schools, such as at my institution, the University of Illinois at Urbana-Champaign. Prior to being asked to join the SAC and fill a vacancy for my institution, there was no knowledge of the SAC among our graduate population. In the next section (Key Accomplishments) I describe our progress in solving this ongoing problem.

**Key Accomplishments**

The SAC has had an eventful and productive year. Our key accomplishments include:

- **The creation and approval by the SAC of a Constitution and Bylaws (Attached at the end of this report).** Because the SAC acts as the formal representative to the Executive Committee of the ESA NCB for the Entomology Graduate Student Associations (EGSAs) or similar graduate associations (SGOs) of at least 14 universities, we have deemed it necessary to revisit our role and have decided upon that the purpose of the SAC shall be:

*"... to ensure representative student governance in the North Central Branch of the Entomological Society of America by advocating for the interests of student members and fostering cooperation between students. The Student Affairs Committee will (a.) sponsor*

*student-focused events, (b.) meet bi-annually, and have regular communication with the NCB-ESA Executive Committee, and (c.) hold biannual meetings with student representatives, and distribute the minutes of its meetings to student representatives, as well as submit materials deemed to be of historic interest annually to the North Central Branch archivist."*

The Constitution and By-laws of the SAC was drafted by myself, and two former Chairs of the SAC, Rachael Sitz (2016-2017), and Kayla Perry (2015-2016). It was submitted to our membership for feedback, and subsequently approved during the 2017 ESA National Meeting in Denver, Colorado. We feel that with this document the SAC will have stronger guiding principles and will be empowered to act as the primary advocate for student interests in the ESA NCB. I submitted this document to NCB President John Ruberson on 14 November 2018.

- **Development of amendments to the ESA NCB Constitution and Bylaws to strengthen the role of students within the NCB (See: <https://www.entsoc.org/northcentral/proposed-amendments>).** Students within the NCB are formally represented on the Executive Committee of the NCB by the Student-at-Large member, which has voting rights within the Executive Committee. While the SAC appreciates that a student voice is at the table, we found this position to be inconsistent with the existence and purpose of the SAC. We found the Student-at-Large position inconsistent with the purpose of the SAC because the Student-at-Large member was not required to communicate or work with the SAC whatsoever in their role. Two former Chairs of the SAC and myself, Rachael Sitz (2016-2017), and Kayla Perry (2015-2016; also Student-at-Large 2016-2017), drafted amendments to the Constitution and Bylaws of the NCB that we believed would eliminate this inconsistency in student representation within the NCB. We have proposed to no longer elect a Student-at-Large member of the Executive Committee, but rather shift this position into the SAC, allowing the student population of the branch to elect the Chair-Elect of the SAC (previously referred to as Vice-Chair) which would rotate to lead the SAC the following year. This would strengthen the representation of students within the branch (the current Student-at-Large member is outside of the SAC) and give the SAC a formal voting position on the NCB Executive Committee. The SAC has been working with the NCB President John Ruberson, and the NCB will vote on these changes in Madison.
- **Implementation of formal appointment or election procedures to the NCB by member institutions.** As noted in the previous section (Committee Membership), membership on the SAC has been previously obtained through word-of-mouth. To resolve this undemocratic, unrepresentative problem, I have worked with the SAC Chair-Elect, Amanda Skidmore, to reach out to all of the institutions within the NCB to work with them to formalize an appointment or election to the SAC through their EGSA's or SGO's. We believe that by implementing these procedures, the SAC will become more democratic and more representative of the actual student populations of our member institutions. Further, this will create a mechanism that ensures that all member institutions have representatives on the SAC, and that the responsibility for replacing vacancies is on member institutions, not the leadership of the SAC. By developing these formalized

relationship with our member institutions we hope to increase the visibility of the SAC within the NCB, such that the SAC may act as a vehicle to not only advocate for students at the branch level, but also as a resource for EGSA's or SGO's in the branch to tap into to gain knowledge about the functioning of other EGSA's or SGO's (e.g., how to fund raise effectively), but also to help resolve other issues or concerns that may arise in member EGSA's or SGO's. The formalizing of appointment or election to the SAC by EGSA's or SGO's is an ongoing process that will likely take 1-2 more years until EGSA's or SGO's can discuss this process amongst themselves, as well as amend their constitutions and by-laws to incorporate this new position into their graduate organizations. I have included the preliminary reports from six institutions at the end of this report as to their progress on this task.

## Tasks Completed

The SAC has completed its regular tasks at the NCB Meeting:

- **Student-organized Symposium at the 2018 NCB Meeting: "A Sensible Symposium: Exploring the sensory ecology of insects and related arthropods"**. As is typical with the SAC, in the fall prior to the NCB meeting our group suggested and voted upon multiple potential topics to focus our yearly symposium on. The group selected the topic of "sensory ecology" and we sought to invite a broad range of speakers that study the role of different modalities on insect behavior. We were particularly interested in inviting speakers that do not normally attend the NCB meeting, as well as those that represent a diverse group of scientists. We had seven speakers accept our invitation, which include students, young faculty, and a keynote speaker. Our symposium is scheduled for 8:30-11:15 am on Tuesday March 20th. I would like to acknowledge SAC Chair-Elect Amanda Skidmore for her assistance and willingness to co-moderate the symposium. Further, I'd like to extend the gratitude of the SAC to the Executive Committee for approving \$1,530 of the Program Enhancement Funds to assist our speakers in attending the NCB meeting.
- **Budget Proposal for Student Mixer and Luncheon**. I submitted a budget proposal to the Executive Committee on January 4th, 2018 that requested \$2,868.50 for the Student Mixer and \$4,364 for the Student Luncheon. Upon finding that there were a large number of students attending the meeting I requested an additional \$1,040.85 on February 21st, which brought our total request for the Student Luncheon to \$5,404.85. The NCB President John Ruberson and Treasurer Erin Hodgson approved our requests. I would like to acknowledge the student representative to the local arrangements committee and ad-hoc Treasurer Bonnie Ohler for all her work calling potential locations for the Student Mixer, as well as working with catering at the conference center to determine the costs of food. I would not have been able to do this without her. Further, I'd like to extend the gratitude of the SAC to the Executive Committee for approving \$860 of additional travel funding through the Program Enhancement Funds to assist our speakers in their participations in the NCB Student Luncheon and meeting.

- **Student Mixer at the Essen Haus in Madison, Wisconsin.** The SAC organized a student mixer for the NCB meeting. This event has occurred at an outside venue at the since 2015 at NCB Meetings and has been well received by the students. The SAC requested food, alcoholic, and nonalcoholic beverages be provided. The mixer will be held on Monday, March 19th from 7:45-10:00 PM.
- **Student Luncheon at the NCB Meeting.** The SAC voted on the student luncheon topic “Developing Broader Impacts From Your Research” as the topic for discussion. The luncheon will be held on Monday, March 19th from 12:00-1:30 PM. The goal for this luncheon is engage students and challenge them to develop innovative broader impacts from their research. Three speakers will talk about how they developed their broader impacts and sit down to a Q&A session afterwards. I would like to acknowledge SAC Chair-Elect Amanda Skidmore for her assistance and willingness to co-moderate the Q&A session. I'd like to further thank the Chair of Local Arrangements for the 2018 NCB Meeting, Christelle Guedot, as well as the student representative to the local arrangements committee and ad-hoc Treasurer Bonnie Ohler, both of whom have spent considerable time and effort to help make the student luncheon a success.

### **Challenges Encountered**

A major challenge that the SAC faces is communication. It is often difficult to communicate and receive feedback by our members on SAC activities, regardless of whether the medium of communication is email or an in-person meeting. Additionally, it has been difficult to convince members of the SAC to run for leadership positions within our group (e.g., Secretary-Treasurer), often causing the SAC to rely on ad-hoc membership to the SAC to draft non-SAC members into serving in these roles. For instance, Hannah Penn (University of Kentucky) served as the Treasurer of the SAC for 3+ years, participating in the SAC that extended beyond her regular term as a student representative on the SAC. This continues to be an issue, as for the 2018-2019 term, I have received one statement of interest for the Chair-Elect position (although this is the last year we will elect this position from inside the SAC hopefully), and one statement of interest for the Secretary-Treasurer position, from an individual that is an ad-hoc member of the SAC. These challenges should be addressed during the 2018-2019. A final challenge to address will be to draft and approve amendments to the constitution and by-laws of the SAC in the 2018-2019 term, pending the change of the election of the Student-at-Large Member.

### **Recommendations for Improvements**

- The SAC should continue to work with member institution's EGSA's or SGOs to facilitate the formal appointment or election of representatives to the SAC from these institutions.
- We unfortunately didn't have time to address this during my term, but the committee should identify (likely through the ESA Community libraries) a location to store all documents associated with the SAC and develop a mechanism to record the history of the SAC by working with the NCB Archivist. The creation of a formal or appointed position with the title of "SAC Historian" or something similar may address this gap, as well as provide more opportunities for student representatives on the SAC to participate.

- Looking forward, the SAC should identify a number of short- and long-term goals for the committee and work towards them.

Respectfully submitted,

Todd D. Johnson  
University of Illinois at Urbana-Champaign  
Chair, ESA NCB Student Affairs Committee

cc: Amanda Skidmore, Chair-Elect, ESA NCB Student Affairs Committee  
cc: Student Representatives of 2017-2018 term of the SAC

<b>Last Name</b>	<b>First Name</b>	<b>Affiliation</b>	<b>SAC Status</b>	<b>Start Term</b>	<b>SAC-appointed Student Rep</b>
Benkert	Edwin	University of Minnesota	Member	2017	Student Awards Committee
Chapman	Kait	University of Nebraska	Member	2018	
Conzemius	Sophia	South Dakota State University	Member	2017	
Craigie	Grace	Kansas State University	Member	2018	
Dolezal	Aleksandra	University of Guelph (Canada)	Member	2019	
Hofman	Camila	University of Nebraska	Member	2017	
John	Ternest	Purdue University	Member	2019	Program Committee
Johnson	Todd	University of Illinois	Chair	2018	Executive Committee
Justus	Emily	Ohio State University	Member	2017	National Affairs Committee
Kansman	Jessica	University of Missouri	Member	2018	Professional/Honorary Awards Committee
Krishnan	Niranjana	Iowa State University	Member	2019	
Lund	Margie	Michigan State University	Member	2017	
Melissa	Schreiner	Colorado State University	Member	2018	
Ohler	Bonnie Jean	University of Wisconsin	Member	2017	Local Arrangements
Ryan	Paul	Colorado State University	Member	2018	
Skidmore	Amanda	University of Kentucky	Chair-Elect	2017	Linnean Games Committee

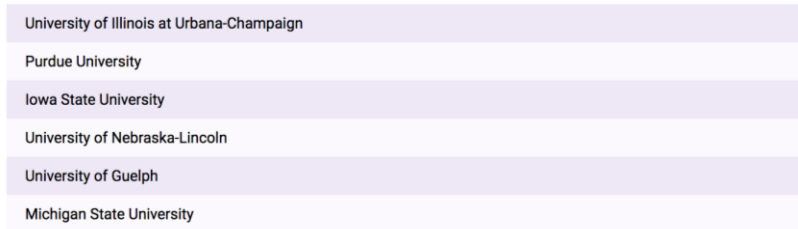
**Table 1. Entomological Society of America, North Central Branch Student Affairs Committee 2017-18**

**Figures 1- 7. Preliminary results of poll requesting feedback regarding the progress on implementation of formal appointment or election procedures to the SAC by member EGSA's or SGO's.**

**Figure 1.**

What University or College do you represent?

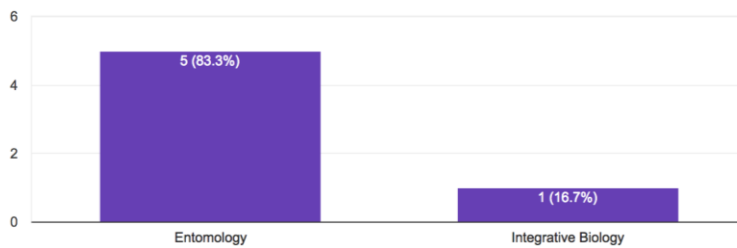
6 responses



**Figure 2.**

What department are you from (e.g., Entomology)?

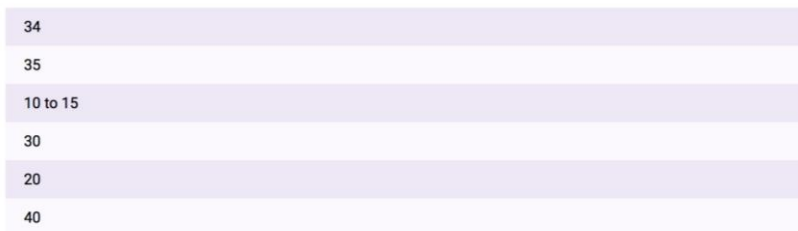
6 responses



**Figure 3.**

Approximately how many graduate students are in your department that study insects or related arthropods?

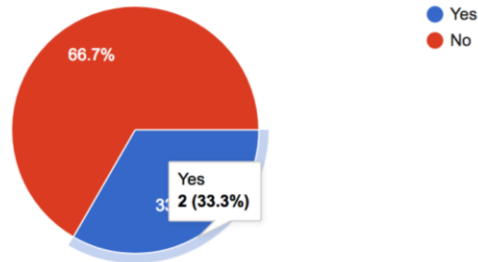
6 responses



**Figure 4.**

Has your Entomology Graduate Student Association or similar organization implemented formal procedures to appoint or elect representatives to the SAC

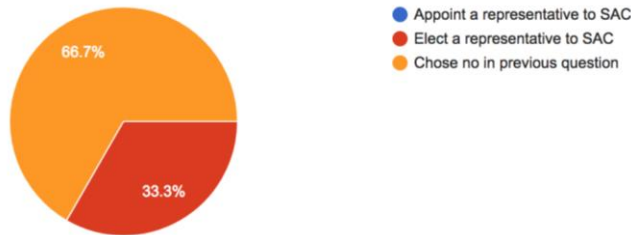
6 responses



**Figure 5.**

If yes to the previous question, did your EGSA or similar organization choose to formally appoint or elect a representative to the SAC?

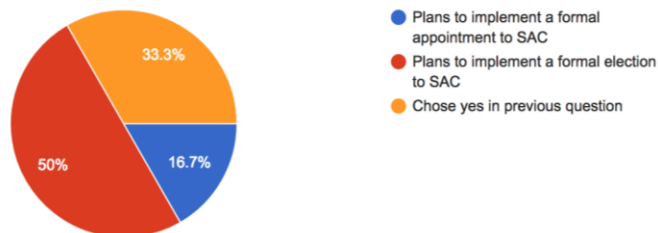
6 responses



**Figure 6.**

If no to the previous question, does your EGSA or similar organization have plans to implement procedures to formally appoint or elect a representative to the SAC?

6 responses





**Figure 7.**

If your EGSA or similar organization has plans to implement a formal appointment or election of a representative to the SAC, when will this be done?

6 responses

Fall 2018
N/A
Yet to decide if election/appointment and when to do it. We are going to add this in our constitution in the next meeting we have. The President of the organization has been made aware of this.
April 2019
I have contacted GSA many times but no real answer, still working on it
March-April

**Student Affairs Committee of the  
North Central Branch of the  
Entomological Society of America**  
**Constitution**

(Adopted on 6 November, 2017 during Entomological Society of America National Meeting, Denver, Colorado, Submitted to John Ruberson, President of the North Central Branch of the Entomological Society of America on 14 November 2017)

**PREAMBLE**

Whereas, The Student Affairs Committee of the North Central Branch of the Entomological Society of America existed previously without a constitution and set of by-laws, therefore it is necessary to adopt a constitution and set of by-laws drafted and voted upon by its membership.

**ARTICLE I  
NAME AND OBJECT**

**SECTION 1.**

This organization shall be known as the Student Affairs Committee (SAC) of the North Central Branch (NCB) of the Entomological Society of America (ESA).

**SECTION 2.**

It shall be the purpose of this organization to ensure representative student governance in the North Central Branch of the Entomological Society of America by advocating for the interests of student members and fostering cooperation between students. The Student Affairs Committee will (a.) sponsor student-focused events, (b.) meet bi-annually, and have regular communication with the NCB-ESA Executive Committee, and (c.) hold bi-annual meetings with student representatives, and distribute the minutes of its meetings to student representatives, as well as submit materials deemed to be of historic interest annually to the North Central Branch archivist.

**ARTICLE II  
MEMBERSHIP**

**SECTION 1.**

Membership in the Student Affairs Committee of the North Central Branch of the Entomological Society of America shall be restricted to student members of the Entomological Society of America who reside in the North Central Region.

**SECTION 2.**

Membership shall be restricted to one student from each college or university in the North Central Branch, that is currently enrolled according to their university policies. Representation from institutions that are active within the Branch is essential, and membership from other colleges and universities within the Branch is encouraged.

**SECTION 3.**

Membership is defined by election or appointment to the Student Affairs Committee by the member's college or university entomological graduate student association, or similar organization. Membership of the Student Affairs Committee includes a Chair, Chair-Elect, Secretary-Treasurer, and members. Members ordinarily serve a two-year term on the Student Affairs Committee, but can serve three years if elected as Chair-Elect or Secretary-Treasurer during their first year of service.

#### SECTION 4.

The North Central Region, for purpose of delimiting the Branch area, shall be the same as that defined by the North Central Branch of the Entomological Society of America. This has been understood to include the states of Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, Wyoming, and the provinces of Manitoba and Ontario west of longitude 80, provided however, that the extent of the region may be altered by procedures defined by the By-Laws of the North Central Branch of the Entomological Society of America.

### **ARTICLE III OFFICERS**

#### SECTION 1.

The Officers of this organization shall be a Chair, a Chair-Elect, and a Secretary-Treasurer. The Chair and Chair-Elect shall also act as members with full voting privileges on the North Central Branch Executive Committee.

#### SECTION 2.

The Chair-Elect ordinarily shall serve for one year and will serve as Chair the following year. Following their term as Chair, the individual will ordinarily assist the Chair during the year following, to maintain the continuity of the organization. The Chair-Elect shall be elected by members of the Student Affairs Committee.

#### SECTION 3.

The term of office of the Secretary-Treasurer shall be two years. The Secretary-Treasurer shall be elected by members of the Student Affairs Committee.

### **ARTICLE IV MEETINGS AND VOTING**

#### SECTION 1.

Two in-person meetings shall be held each year. The first meeting will occur at the national ESA conference, and the second shall occur during the regional NCB-ESA conference. The date and time of these meetings shall be determined by that which allows the most members to attend, with the requirement that the date and time works for all officers of the NCB SAC.

#### SECTION 2.

Two-thirds of membership shall constitute a quorum of the Committee for the transaction of business. The Secretary-Treasurer is responsible for documenting attendance of SAC members present and the minutes of these meetings.

#### SECTION 3.

A majority of votes cast shall be deciding in all matters put to a vote, unless otherwise specified in the Constitution or By-Laws.

**ARTICLE V  
CONSTITUTION**

**SECTION 1.**

Except as otherwise specifically provided in this Constitution and set of By-Laws, and amendments thereto, the Student Affairs Committee of the North Central Branch shall operate within the provisions of the By-Laws of the Entomological Society of America.

**SECTION 2.**

This Constitution may be amended by four-fifths vote of the members present at one business meeting.

**Student Affairs Committee of the  
North Central Branch of the  
Entomological Society of America**

**Bylaws**

**ARTICLE I  
MEMBERSHIP**

**SECTION 1.**

All Members shall have the privilege of holding office and shall have equal privileges to vote, as well as participate in activities and student appointments within the branch.

**ARTICLE II**

**MEMBERS - ELECTION OR APPOINTMENT TO NCB SAC AND DUTIES**

**SECTION 1.**

Members shall be elected or appointed by their institution's entomological graduate student association, or similar organization. The typical term of members shall be two-years unless elected as Chair-Elect or Secretary-Treasurer, for which a three-year term shall be served. In the special case that a member's institution cannot appoint or elect a replacement after the termination of a member's typical two or three-year term, the member may continue to serve as a representative on the NCB SAC with the condition that once a replacement has been identified, that their term will end at the completion of that year's NCB meeting.

**SECTION 2.**

Members shall: (a.) Advocate for the interests of students at their home institutions and use this information to assist the Chair in determining the agenda of the SAC, (b.) serve as full voting members of the SAC, (c.) have equal opportunity to serve as full voting members of committees within the NCB-ESA as appointed by the Chair of the SAC, (d.) distribute minutes and reports of the SAC to members of their entomological graduate student associations or other similar associations, of their home institution, and (e.) facilitate appointment or election of new student representatives from their home institutions prior to the completion of their terms.

**SECTION 3.**

No member may serve more than one office or committee appointment at any one time, except for temporary appointments in the case of vacancy and the case of local arrangements when the member's institution is hosting the conference.

**ARTICLE III**

**OFFICERS - ELECTION AND DUTIES**

**SECTION 1.**

The Chair-Elect and Secretary-Treasurer, unless otherwise specified, shall be elected by electronic ballot.

**SECTION 2.**

Vacant positions shall be publicized by the Chair prior to the national ESA meeting by distributing a call for nominations to the members of SAC. Individuals accepting

nominations for vacant positions shall send statements of interest to the SAC within 1 month of the close of the national ESA meeting. Elections shall occur by electronic poll 1 week after the deadline for the submission of statements of interest to the SAC. Candidates receiving a majority vote of the SAC shall be elected.

### SECTION 3.

Terms for all newly elected officers shall begin at the close of the NCB-ESA meeting for the year in which they are elected. The Chair-Elect of the Student Affairs Committee shall serve a term of two years, the first year as Chair-Elect and the following year as Chair. The Secretary-Treasurer shall serve a term of two years.

### SECTION 4.

No officer may occupy more than one office and one committee appointment at any one time except for temporary appointments in the case of vacancy. In case of vacancy of an elected position in the interval between elections, (a.) the Chair-Elect shall become the Chair, (b.) the Secretary-Treasurer shall become the Chair-Elect, and (c.) the member with the longest tenure of service and interest in the office shall become the Secretary-Treasurer until the next annual election. If there is more than one member with the longest tenure of service to the SAC and interest in the office, a special election within a month of the vacancy will occur to fill the position of Secretary-Treasurer, according to the guidelines outlined previously for elections within the SAC.

### SECTION 5.

The Chair shall carry out official duties of the SAC including: (a.) preside at meetings of the SAC, propose and finalize an agenda of operations and activities for the SAC, consistent with the interests of students within the NCB region (b.) serve as a full voting member of the NCB-ESA Executive Committee, (c.) act as a liaison between NCB-ESA officers and students, (d.) appoint student members to NCB-ESA and ESA committees (outlined in Article IV), (e.) delegate activities to other SAC members, (f.) plan student-focused events for the annual NCB conference including: a student mixer, lunch-and-learn or similar workshop-based event, and a SAC-organized symposium, and (g.) provide the NCB Executive Committee with a final report summarizing the affairs and business of the SAC for the year at the NCB conference

### SECTION 6.

The Chair-Elect shall (a.) assist the Chair with proposing an agenda and activities for the SAC, (b.) preside at sessions designated by the Chair and assume the duties of the Chair in the latter's absence, (c.) maintain contact with representatives from institutions that are active within the Branch, (d.) provide the Chair with the contact information for each graduate student association within the Branch and ensure that graduate student associations elect or appoint a new representative to the SAC every two years, (e.) provide Chair with a list of appointees for NCB-ESA and ESA committees, and (f.) serve as a full voting member of the NCB-ESA Executive Committee.

### SECTION 7.

The Secretary-Treasurer shall keep accurate records of the affairs and business of the SAC by performing the follow duties: (a.) keep minutes of SAC meetings and distribute them within a timely manner to all student members of the SAC, (b.) keep records of all proposed and realized expenditures for events sponsored by the SAC, (c.) serve as one of two SAC representatives to the Local Arrangements Committee, (d.) provide regular updates to Chair regarding ongoing affairs and business regarding the planning of the NCB-ESA conference, (e.) prepare and submit a report to the Chair of the SAC, Secretary-Treasurer of the NCB-ESA, as well as the Chair of the Local Arrangements Committee of the NCB-ESA detailing the proposed budget for the events sponsored by the SAC at the annual NCB-ESA conference, by a date deemed by the Chair of the SAC, (f.) petition officers of SAC for all materials associated with the regular affairs and business of the SAC, and annually submit these documents to the NCB-ESA Archivist/Historian, (g.) annually submit NCB-ESA-SAC roster and reports to ESA Program & Meeting Manager as well as upload this information to the SAC library on ESA Higher Logic, and (h.) assist the Chair and Chair-Elect with the agenda and activities for the SAC.

## **ARTICLE IV COMMITTEES**

### **SECTION 1.**

Members of the SAC are eligible to serve with full voting privileges on Standing and Ad hoc committees within the SAC and NCB. The Chair and Chair-Elect of the SAC shall hold positions with full voting privileges on the NCB Executive Committee. The Chair and Chair-Elect shall appoint members of the SAC to other NCB-ESA and ESA committees annually, or as needed to replace retiring or resigning members, or to fill empty positions on newly created Committees. All members of SAC serving on Committees report to the Chair, and will provide verbal updates to the SAC at meetings, as well as electronic updates via email as appropriate.

### **SECTION 2.**

Members of the SAC are eligible to serve on all current and future standing Committees of the NCB, including: National Student Affairs, Honorary Awards, Professional Awards, Student Awards, Linnaean Games, Local Arrangements, Program, Sponsorship. Members of the SAC are also eligible to serve on all current and future Ad hoc Committees of the SAC or NCB, with specific duties and specified terms of activity as established anytime by the Chair, or Chair-Elect, and Secretary-Treasurer. The Chair of the SAC shall designate the Chair of the Ad Hoc Committees.

### **SECTION 3.**

The representative to the National Student Affairs Committee shall serve a two-year term. The duties of representative to National Student Affairs Committee shall include: assisting in the planning of student activities for the national ESA conference, including: (a.) student mixer, (b.) student-sponsored symposium, and (c.) student debates. The representative from NCB SAC may serve on Ad hoc Committees at the national-level, as appropriate. The student representative reports to the Chair of the ESA Student Affairs Committee regarding all Committee affairs.

### **SECTION 4.**

The representatives to the Awards Committees shall serve one-year terms on the respective Awards Committees, including: 1.) Honorary Awards, 2.) Professional Awards, and 3.) Student Awards. The representatives to the Awards Committees shall: (a.) assist the committees with solicitation of nominations for NCB awards, and (b.) participate in the review of award applications. The student representatives will report to the Chair of the respective NCB Award Committees.

#### SECTION 5.

The representative to the Linnaean Games Committee shall serve a one-year term and shall: (a.) assist with the organization and execution of the Linnaean Games at the regional NCB-ESA conference, (b.) solicit questions from students within the Branch, (c.) write questions for the annual Linnaean Games, to be submitted to the Linnaean Games Committee, (d.) ordinarily attend the NCB conference, and volunteer during the Linnaean Games on Sunday and Monday evenings. Regarding matters of the Linnaean Games Committee, the representative will report to the Chair of the Linnaean Games Committee.

#### SECTION 6.

The representative to the Local Arrangements Committee shall serve a one-year term and ideally be the member, or a temporary member from the host institution that is planning the annual NCB conference. The representative shall assist with making arrangements for the annual conference, which include events sponsored by the SAC. Duties include assisting the Chair and Secretary-Treasurer with: (a.) venue room needs and reservations for student events, (b.) local publicity, (c.) identifying and securing a location for the student mixer, and (d.) planning meals for events sponsored by the SAC. Regarding matters of the Local Arrangements Committee, the representative reports to the Chair of the Local Arrangements Committee.

#### SECTION 7.

The representative to the Program Committee shall serve a one-year term and have duties including: (a.) assist with the scientific content of the annual meeting, (b.) communicate with the SAC members for program symposia suggestions, and (c.) assist with the creation and organization of the conference program. Regarding matters of the Program Committee, the representative reports to the Chair of the Program Committee.

### **ARTICLE V AMENDMENTS TO BY-LAWS**

Changes in these By-Laws may be made by a two-thirds vote of the members present at any annual business meeting. Last updated 6 November 2017 during Entomological Society of America National Meeting, Denver, Colorado.