

Guidelines for Officers and Committee Chairs
Southeastern Branch of the Entomological Society of America

(Revised 3/9/2016)

Table of Contents

<u>President</u>	2
<u>President-Elect</u>	3
<u>Secretary-Treasurer</u>	4
<u>Secretary-Treasurer Elect</u>	5
<u>Representative To The Governing Board</u>	5
<u>Executive Committee</u>	6
<u>Members-At-Large To The Executive Committee</u>	6
<u>Archives Committee</u>	6
<u>Auditing Committee</u>	7
<u>Board Certification Committee</u>	7
<u>Education Committee</u>	7
<u>Local Arrangements Committee</u>	7
<u>Meeting Location And Time Committee</u>	9
<u>Member Awards Committee</u>	10
<u>ESA Award For Excellence In Integrated Pest Management</u>	13
<u>ESA Recognition Award In Entomology</u>	13
<u>Distinguished Achievement Award In Teaching</u>	14
<u>ESA Distinguished Achievement Award In Extension</u>	15
<u>ESA Distinguished Achievement Award In Horticultural Entomology</u>	16
<u>ESA Recognition Award In Urban Entomology</u>	17
<u>ESA Distinguished Service To The Certification Program Award</u>	18
<u>ESA Recognition Award In Insect Physiology, Biochemistry & Toxicology</u>	19
<u>Membership Committee</u>	20
<u>Nominating Committee</u>	21
<u>Program Committee</u>	23
<u>Public Relations Committee</u>	24
<u>Resolutions Committee</u>	24
<u>Student Affairs Committee</u>	25
<u>Student Awards Committee</u>	28
<u>John Henry Comstock Award</u>	30
<u>Kirby L. Hays Memorial Award</u>	32
<u>Robert T. Gast Award & Southeastern Branch Student Award</u>	33
<u>Outstanding Student Display Presentation Award</u>	34
<u>Ad Hoc Committee Guidelines</u>	35
Attachments	
<u>President's addendum</u>	35
<u>Past-Presidents</u>	38
<u>Secretary-Treasurer's addendum</u>	38
<u>Past Secretary-Treasurers</u>	42
<u>Past Governing Board Representatives</u>	42
<u>Past Historians</u>	43
<u>Past Auditing Committees</u>	43
<u>Past Committees On Board Certification</u>	43
<u>Past Education Committees</u>	44
<u>Local Arrangements Committee addendum</u>	44
<u>Past Local Arrangements Committees</u>	45
<u>Meeting Location and Time Committee addendum</u>	46
<u>Member Awards Committee addendum</u>	48
<u>Past Member Award Recipients</u>	56
<u>Past Member Awards Committees</u>	60
<u>Past Membership Committees</u>	61
<u>National Nominating Committee addendum</u>	62
<u>Past Nominating Committees</u>	63
<u>Program Committee addendum</u>	64
<u>Past Program Committees</u>	64
<u>Past Public Relations Committees</u>	65
<u>Past Resolutions Committees</u>	66
<u>Linnaean Games Hall Of Fame</u>	67
<u>Participating Members Of Winning Teams</u>	67
<u>Past Student Affairs Committees</u>	69
<u>Past Student Award Recipients</u>	70
<u>Past Student Awards Committees</u>	73

PRESIDENT

The President shall serve a 1-year term as administrator of the Branch, coordinate committee activities, preside at meetings, and serve the membership. The President is elected by written ballot tabulated by the Nominating Committee and reported to the Executive Committee and membership at the annual Branch meeting. The President shall take office at the close of the annual meeting following election. If the President is unable to complete the term, the President-Elect shall assume the office. After completing a 1-year term, the President shall serve as Past-President and a member of the Executive Committee. (Constitution Article III, Section 1; By-laws Article II, Section 2)

The President shall appoint standing and special *ad hoc* committees in accordance with the Branch Constitution and By-laws. Most committees are established by the President-Elect prior to assuming the office of President. Experienced committee members are selected as chairs, if possible, and multi-year terms of service shall be arranged so that some knowledgeable members remain on committees re-established each year. Standing committees shall be: Archives; Auditing; Board Certification; Education; Local Arrangements; Meeting Location and Time; Member Awards; Membership; Nominating; Program; Public Relations; Resolutions; Student Affairs; and Student Awards (Article VII, Section 1). Committee membership and committee responsibilities shall be as outlined in the Constitution and By-laws. Special committees may be established at any time, e.g., By-laws Revision, National Offices Nominating, Annual Meeting Sponsorship, Officer and Committee Guidelines, Linnaean Games Enhancement, Linnaean Games, Insect Photo Salon, Job Placement, Secretary/Treasurer Position, etc.

Additional Responsibilities

1. Prior to assuming office, the President shall appoint officers and chairs of at least the following standing committees: Meeting Location and Time, Program, Member Awards, Student Awards, and Nominating. A final list of all committee chairpersons is sent to members of the Executive Committee and every committee chair.
2. Write letters of condolence, if appropriate, to members of families with ESA-SEB members who died during the President's term of office (notify the Secretary-Treasurer, Archives Committee Chair and National Office).
3. Closely coordinate Branch activities with the Member Awards, Student Awards, Membership, Nominating, Program, Local Arrangements, and Location and Time Committees.
4. Make sure the Nominating Committee Chair knows which offices are to be filled at the Branch and National levels.
5. Assist the Program Committee Chair in organizing a Branch Symposium or other suitable activity for the first morning session at the annual meeting.
6. Compose a general letter to the membership for delivery with the annual meeting call for papers.
7. Provide the Secretary-Treasurer, Executive Committee, all committee members, and all Branch members a list of committees and members by sending the list to the webmaster for posting on the Branch website.
8. Write congratulatory letters to winners of ESA-SEB and ESA awards.

9. Coordinate details of the annual meeting with the Local Arrangements and Program Committee Chairs. A site visit is suggested in October-November, including the President, Secretary-Treasurer, and Chairs of the Local Arrangements and Program Committees.
10. Assist the Secretary-Treasurer with formulation of a tentative Branch budget for the next year (September-October).
11. Make sure award plaques are ordered and coordinate with the Secretary-Treasurer and Award Committee Chairs.
12. Invite the National ESA President, Executive Director, and Certification Board Director to the Branch Executive Committee and annual meeting, and schedule time for them to speak during the opening session.
13. Provide the Secretary-Treasurer a photograph for use in the annual meeting program (September).
14. Prepare a draft agenda for the Executive Committee meeting, Preliminary Business meeting, Past President's Breakfast, Awards Luncheon, and Final Business meeting (December).
15. Coordinate with the Local Arrangements Chair the seating arrangements for the Branch officers and guests at the Awards Luncheon.
16. Preside at the Executive Committee Meeting at the annual meeting (see Appendix, PRESIDENT, Attachment 1. Suggested Executive Committee Meeting agenda).
17. Notify members of the Executive Committee, all committee chairs and appropriate incoming committee chairs of the time and location of the Executive Committee Meeting at the beginning of the annual meeting.
18. Preside at the Preliminary Business Meeting, Awards Luncheon, and Final Business Meeting at the annual meeting. Give the "Kirby Hays" gavel to the incoming President (see Appendix, PRESIDENT, Attachment 2. Suggested Preliminary Business meeting agenda; Attachment 3. Suggested Awards Luncheon agenda; Attachment 4. Suggested seating at head table; Attachment 5. Suggested Final Business Meeting agenda).
19. Write thank you letters to all officers and committee chairs.

PRESIDENT-ELECT

The President-Elect shall serve for one year and subsequently become President for one year. The President-Elect shall assume the duties of the President in the latter's absence and assume other tasks assigned by the President. In the event that the Presidency is vacated, the President-Elect shall automatically and immediately assume the Office of President for the remainder of the unexpired term, then serve the following term as President. If there is a vacancy in the office of the President-Elect, the Member-at-Large on the Executive Committee with the longest tenure of service shall assume the Office of President-Elect until a President-Elect is elected. (Constitution Article III, Section 2; By-laws Article II, Section 3)

Additional Responsibilities

1. Become familiar with the current Branch Constitution, By-laws and Guidelines for officers and committee chairs. Work with the President to update the Guidelines at least six months before the annual meeting. Post the updated Guidelines on the Branch website and notify the membership.

2. Appoint chairs of the Meeting Location and Time, Program, Member Awards, and Student Awards Committees, and all members of the Nominating Committee before the annual meeting in which the Presidency is assumed.
3. At the meeting prior to assuming office, the President-Elect selects the Meeting Location and Time Committee Chair from the state that will host the meeting in three years (see Appendix, MEETING LOCATION AND TIME COMMITTEE, Attachment 1. History and schedule; committee descriptions; and President's guidelines).
4. Serve as chair of the *ad hoc* National Offices Nominating Committee for candidates being submitted the following year. Coordinate with the President any agreements with other Branches or Sections for support of a candidate for national office. Endorsement of a candidate for national office should be carefully considered and voted on by the membership. Candidate selection and endorsement is to be on the agenda for the Executive Committee and Final Business Meetings.
5. Represent the Branch and attend appropriate meetings at the National ESA Meeting.
6. Introduce the Program and Local Arrangements Committee Chairs and members at the Final Business Meeting. Also, the chair and members of the Nominating Committee should be identified and invited to recommend or nominate members to serve as officers or committee members.

SECRETARY-TREASURER

The Secretary-Treasurer shall serve for three years following a 1-year term as Secretary-Treasurer-Elect. Election of a Secretary-Treasurer-Elect will take place just prior to the second Annual Meeting to be managed by a Secretary-Treasurer. The Secretary-Treasurer-Elect will assist the Secretary-Treasurer during this Annual Meeting and the next before assuming the office of Secretary-Treasurer. Eligibility of the incumbent Secretary-Treasurer for re-election shall be limited to a second 3-year term. (Constitution Article III, Section 3; By-laws Article II, Section 4)

The Secretary-Treasurer shall serve as business officer for the Branch, maintaining and reporting accounts and records (see Appendix, SECRETARY-TREASURER, Attachment 1. Suggested monthly schedule). A checking account is established by the Secretary-Treasurer along with an interest-bearing account. Annually, a budget and financial report shall be prepared for the Branch. Both the annual budget and report shall be presented at the Executive Committee and Final Business Meetings. These budgets and reports shall be made available to the Auditing Committee during the Annual Meeting along with all financial records. Responsibility shall be assumed for distributing information through the ESA National Office's email system to the membership, e.g., annual meeting and program announcements and other information pertinent to Branch business. Such announcements are generated for the Secretary-Treasurer by the various committees. The Secretary-Treasurer will interact with the ESA national office with respect to summarizing Branch finances, receiving meeting attendance funds from ESA, running elections, and running annual meetings. Information ready for posting shall be provided to the ESA national office for the Branch website. The Secretary-Treasurer shall be in charge of working with the ESA National Office on pre-registration and on-site registration for the Annual Meeting, providing meeting attendees access to registration forms and programs, preparing meeting agendas, and recording minutes of the Executive Committee and Final Business Meetings. The Secretary-Treasurer oversees the registration desk during an Annual Meeting. Income from an Annual Meeting is deposited into a bank account. At the end of an Annual Meeting, the Secretary-Treasurer writes a check to pay for hotel expenses. The Secretary-Treasurer may receive remuneration for personal and other expenses incurred in attending and conducting business at the Branch meetings, subject to approval by the President.

Additional Responsibilities

1. Establish bank accounts for the general fund and reserve fund, as needed. Excess general funds and the reserve fund should be kept in a high interest bearing account. Arrange for alternative signature authority.
2. Become familiar with the bookkeeping procedures and update them for greater efficiency whenever possible.
3. Maintain up-to-date Branch files, e.g., meeting minutes, committee reports, planning documents, notifications to the membership, hotel contracts, the annual budget, and financial records. Maintain information for at least three years and, before discarding any records, make them available to the Historian.
4. Pay for Branch expenses approved in the annual budget. Before expending Branch funds on any unbudgeted item, secure authorization from the Executive Committee through the President. Work with the Local Arrangements Committee to ensure that hotel bills are correct before being paid.
5. Review correspondence from the previous year and become acquainted with the general conduct of Branch business.
6. Provide an electronic copy of the Guidelines for Officers and Committee Chairs to the President-Elect via the Branch website.
7. Annually request from ESA Central reimbursement for the Gast and Hayes awards.

SECRETARY-TREASURER-ELECT

Responsibilities

1. Attend Branch Officers Meeting at the National ESA Meeting following election.
2. Attend Branch Executive Committee Meeting prior to assuming Office of Secretary-Treasurer.
3. Assist Secretary-Treasurer during the Annual Meeting prior to assuming the Office of Secretary-Treasurer to learn the procedures. Assistance will be provided with registration desk duties.

REPRESENTATIVE TO THE GOVERNING BOARD

The Representative to the Governing Board of the Entomological Society of America shall serve a 3-year term as liaison between the Branch and ESA National. Responsibilities include attendance at all ESA Governing Board meetings and reporting the business conducted to the Branch at the annual Executive Committee Meeting. In the event that the Representative is unable to attend meetings of the ESA Governing Board, the President, President-Elect or a past Governing Board Representative should attend. The Representative shall be ineligible for re-election but after serving a term can be appointed to fill a vacancy. (Constitution Article III, Section 4; By-laws Article II, Section 5)

Additional Responsibilities

1. Report Governing Board business to the Branch.

2. Solicit input from the Southeastern Branch Executive Committee and membership regarding issues of importance to the Branch and relay the resulting information to the ESA Governing Board.
3. Inform the Branch President if unable to attend a Governing Board meeting.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the Branch: President, President-Elect, Secretary-Treasurer, and Representative to the Governing Board plus the Past-President, or the most recently available former President, and three Members-at-Large. The President-Elect shall preside at sessions or be assigned other tasks by the President and shall assume the duties of the President in the latter's absence. If the President or President-Elect are not available, the Member-at-Large with the longest tenure of service on the Executive Committee shall assume their duties. A vacancy in the office of Secretary-Treasurer, Representative to the Governing Board, or Members-at-Large occurring in the interval between annual elections may be filled by the President with approval of the Executive Committee. (Constitution Article IV, Sections 1, 2; By-laws Article II, Sections 2, 7)

EXECUTIVE COMMITTEE MEMBERS-AT-LARGE

The three Members-at-Large to the Executive Committee each shall serve a 3-year term as liaison between the Branch membership and Executive Committee. The 3-year terms of service shall be arranged so that one member terminates each year. Members-at-Large shall be elected by written ballot to be tabulated by the Nominating Committee and reported to the Executive Committee and membership at the annual Branch meeting. All newly-elected members shall take office at the close of the annual meeting following election. The Members-at-Large shall be ineligible for re-election but after serving a term can be appointed to fill a vacancy. Vacancies between annual meetings may be filled as temporary appointments by the President with approval of the Executive Committee. (Constitution Article IV, Section 2; By-laws Article II, Section 6)

Additional Responsibilities

1. Represent the Branch membership at all meetings of the Executive Committee.
2. Solicit input from the Branch membership regarding issues of importance and relay the resulting information to the Executive Committee.
3. Inform the Branch President if unable to attend an Executive Committee meeting.

ARCHIVES COMMITTEE

The Archives Committee shall consist of one member, the Historian, appointed by the President to a 5-year term. The Historian shall represent the Branch on the Entomological Society of America Committee on Archives. Duties include collection and preservation of historical documents and memorabilia of entomology, stimulating an appreciation for the history of entomology, and encouraging scholarly studies of the historical role of entomology in American society. The Historian may attend Executive Committee meetings at the beginning of annual Branch meetings and others if called by the President. (Constitution Article VII, Section 1; By-laws Article III, Section 12)

Additional Responsibilities of the Historian

When sufficient volumes of materials are accumulated by the Historian, or when materials of particular value requiring special curatorial care are received, the Historian shall contact the Archiving Department of the North Carolina State Universities at Raleigh, North Carolina, where the SEB archives are permanently housed within their Special Collections, to get approval, preparation instructions, and transfer instructions for such materials to the SEB Archives.

AUDITING COMMITTEE

The Auditing Committee shall consist of three members appointed by the President for 1-year terms. The Secretary-Treasurer-Elect or the Past Secretary-Treasurer should be a member. One member should serve for a second year to maintain continuity. This Committee shall audit the financial records of the Secretary-Treasurer at the annual Branch meeting. The chair shall submit a written report for acceptance by Branch membership at the Final Business Meeting to be included in the minutes. (Constitution Article VII, Section 1; By-laws Article III, Section 3)

BOARD CERTIFICATION COMMITTEE

The Board Certification Committee shall consist of four board-certified members, three appointed to 3-year terms by the President and the chair elected to a 3-year term by the membership. Experienced committee members will be selected as chairs, if possible, and multi-year terms of service shall be arranged so that some knowledgeable members remain on re-established committees. This committee shall promote the objectives of the ESA Board Certification Program within the Branch and the chair will serve as the Branch Representative to the National Certification Board. The chair shall report to the Branch on activities of the National Certification Board and submit a written report at the Final Business Meeting summarizing the committee's activities. Activities may include: sponsoring a Dutch treat luncheon or dinner at the annual Branch meeting, having a Certification Board information desk in the registration area, proctoring certification examinations, and providing continuing education materials. (Constitution Article VII, Section 1; By-laws Article III, Section 13)

EDUCATION COMMITTEE

The Education Committee shall consist of four members appointed by the President to 3-year terms. Experienced committee members will be selected as chairs, if possible, and multi-year terms of service shall be arranged so that some knowledgeable members remain on re-established committees. Duties of this Committee shall be to promote the science of entomology through education, particularly in conjunction with the annual Branch meeting. Activities may include developing an insect-expo or workshops for educators to increase entomology in the classroom. Activities of this Committee shall be closely coordinated with the Local Arrangements and Program Committees. (Constitution Article VII, Section 1; By-laws Article III, Section 14)

LOCAL ARRANGEMENTS COMMITTEE

The Local Arrangements Committee shall be composed of at least six members appointed by the President to 1-year terms. This Committee shall be composed of members of the Meeting Location and Time Committee for the current annual meeting. Representatives from university, government, private industry, and a student typically serve on the Local Arrangements Committee. This committee shall make all arrangements for the annual meeting, e.g., guest and meeting rooms, on-site registration, slide and video projection, receptions, banquets, excursions, an associates program, etc. (see Appendix, LOCAL ARRANGEMENTS)

COMMITTEE, Attachment 1. Meetings, functions, and other activities). The chair shall select members of this committee, with the approval of the President. The chair shall deliver a report at the Executive Committee Meeting, attend all Branch business meetings, and submit a written report at the Final Business Meeting summarizing the committee's activities. (Constitution Article VII, Section 1; By-laws Article III, Section 8)

Additional Responsibilities of the Chair

1. Prepare a welcome letter for the annual Branch meeting that contains information about the meeting site, hotel reservations and deadlines, driving directions, airport transportation, offsite activities, and so forth. The letter will be sent to the Branch membership, posted on the ESA-SEB website, and sent to the Secretary-Treasurer.
2. Meet on-site with the hotel staff, President, Program Committee Chair, and Secretary-Treasurer in October-November prior to the annual Branch meeting to review all arrangements, and again at least two weeks before the meeting. The Local Arrangements Committee Chair should become familiar with meeting rooms and other hotel facilities prior to the site visit.
3. Assign one member responsibility at the Branch annual meeting for each of the following: audio-visual equipment, signs (the Program Chair may volunteer to arrange for signs), Linnaean Games, Associates Program, golf tournament, fun run, and other offsite activities.
4. Assure availability of sufficient rooms for submitted paper and symposium sessions and other special functions at the Branch annual meeting. Reserve a suitable location at the host hotel for the Past-Presidents' Breakfast.
5. Coordinate with the President and Secretary-Treasurer on reservations and complimentary rooms for special guests, e.g., ESA President, ESA Executive Director, ESA-SEB President, and Plenary Speaker.
6. At the Opening Session, the Chair of the Local Arrangements Committee will make announcements regarding meeting locations, restaurants, the Associates Program, registration, etc.
7. Work closely with the *ad-hoc* Annual Meeting Sponsorship Committee and Secretary-Treasurer assures that expenses for the Branch annual meeting do not exceed the budget. Assist the Secretary-Treasurer in a careful review of the final meeting bill from the hotel.

Additional Responsibilities of the Committee

Registration: Obtain volunteers to staff the registration desk (4-5 people for the first and second days), assemble registration packets to include restaurant information and local tourist attractions (talk to the local Convention Bureau), and work with the Secretary-Treasurer to manage on-site registration. All committee members should wear identifying badges to enable attendees to identify them for assistance with questions about meeting room locations, local restaurants and attractions, and use of audio-visual equipment.

Audio-Visual Equipment: Obtain the required number of projectors, pointers, screens, timers, extension cords, etc. Committee members responsible for audio-visual equipment make sure that each room is set-up with operational projection equipment, lights, a podium light, and microphones. Institutions in the host state may be able to provide equipment and materials, such as projectors, extra bulbs, projector stands, extension cords, duct tape, computers, and printers.

Poster/Display Sessions: Coordinate with the Program Chair the availability, delivery and placement of poster boards for display sessions. Branch institutions may provide the poster boards but, if they must be rented, consider the cost early in budgeting for the meeting.

Signs: Signs are posted on easels to communicate important information at the Branch annual meeting, e.g., sponsors, paper sessions, committee meeting rooms, break areas, the mixer, and Award Luncheon locations. Hotels usually do not allow signs to be attached to walls. Coordination is required with the Program Chair to prepare, post, and remove signs.

Linnaean Games: The student member of the Local Arrangements Committee is responsible for planning and managing the Linnaean Games. Special arrangements are required, including the room size and location, number of tables and microphones, and buzzer system that is owned by the Branch. The Program Committee should provide enough time between the last paper session and the Games.

Annual Meeting Activities: Determine interest in an Associates Program by including a survey in the call for papers. Information on a tentative program may be included in the first mailing. The host state typically sponsors a breakfast mixer on Monday morning. The Committee assists the President with seating arrangements for the Awards Luncheon. A local dignitary usually is invited to the opening session to welcome the members to the area.

Coordination: Coordinate annual Branch meeting functions with the hotel staff, Program Committee Chair, *ad hoc* Annual Meeting Sponsorship Committee Chair, other committees, and officers. These functions include registration, meals, breaks, the mixer, paper sessions, the Linnaean Games, etc. Breaks should be provided during the morning and afternoon on the first two days of the meeting. Refreshments left over from the mornings should be preserved and served during the afternoons.

MEETING LOCATION AND TIME COMMITTEE

The Chair of the Meeting Location and Time Committee shall be appointed by the President after the final business meeting during which a city is selected for the annual meeting three years in the future. The Committee shall consist of at least three members who serve for two consecutive years and then become members of the Local Arrangements Committee. The Secretary-Treasurer shall serve as an ex-officio member of both committees. The Chair of the Local Arrangements Committee shall select, with approval of the President, at least two other members from the area of the meeting site. During the first year, the Meeting Location and Time Committee shall investigate possible meeting facilities and dates in the chosen city and report its recommendations to the Executive Committee for action. In close cooperation with the Executive Committee, the Meeting Location and Time Committee shall negotiate a contract for the meeting facilities during the second year. (Constitution Article VII, Section 1; By-laws Article III, Section 9)

Additional Responsibilities

1. Meeting sites for the ESA-SEB meetings rotate among the participating Branch states. The location for future ESA-SEB meetings is selected three years in advance by vote of the membership present at the Final Business Meeting each year (see Appendix, MEETING LOCATION AND TIME COMMITTEE, Attachment 1. History and schedule).
2. The president appoints the Meeting Location and Time Committee soon after the Branch annual meeting and empowers it to review, select and make on-site visits to prospective hotels in the host state. The Committee works with the Secretary-Treasurer to select a hotel, negotiate a contract and make arrangements for the meeting. The Chamber of Commerce, Bureau of Tourism or Convention Bureau often can provide valuable assistance.

3. Meeting dates should be determined early in the second year before the Branch annual meeting to facilitate negotiations with the hotels. The hotel should be selected about two years before the annual meeting so that meeting space and a block of guest rooms can be reserved. As many details as possible should be arranged in advance.
4. Negotiations include the price of meals, break refreshments, drinks and food for the mixer, guest rooms, meeting rooms, audio-visual equipment, internet access, etc. The number of people registered, meals and break refreshments consumed, and costs from previous annual meetings can serve as a guide.
5. The hotel will provide a contract specifying the number, size and location of rooms for meetings and other activities, e.g., the mixer and Awards Luncheon. Also included will be the guaranteed number of guest rooms, including complimentary rooms. The contract should be sent to the Secretary-Treasurer and Executive Committee for their approval. The Secretary-Treasurer returns the approved contract to the hotel. The Secretary-Treasurer sends a copy of the contract (signed by the hotel and SEB) to the Chair of the Meeting Location and Time Committee for the site that the meeting will be held.
6. The President normally appoints the Chair of the Meeting Location and Time Committee to chair the subsequent Local Arrangements Committee. Consequently, the Meeting Location and Time Committee evolves into the Local Arrangements Committee. The Chair shall attend the Executive Committee Meeting and the Final Business Meeting to present brief reports on Committee activities and provide promotional materials for planning the next annual meeting.

MEMBER AWARDS COMMITTEE

The Member Awards Committee shall be composed of six members appointed by the President to serve 3-year, overlapping terms. An experienced Committee member will be selected as chair, if possible, and multi-year terms of service shall be arranged so that some knowledgeable members remain on the Committee each year. Member Awards Committee members should include representatives from research (state and federal), Extension, teaching, industry, regulatory entomology, and a Board-Certified Entomologist. The Committee shall follow established guidelines for soliciting and evaluating nominees, and selecting recipients for awards to be granted by the Branch and ESA National Office. Nominees for national awards shall be forwarded to the appropriate national awards committee by the Branch Member Awards Committee Chair. The Branch Chair shall submit a written report at the annual Final Business Meeting summarizing ESA-SEB Member Awards Committee activity. (Constitution Article VII, Section 1; By-laws Article III, Section 10)

Additional Responsibilities

The President-Elect should select the pending Chair of the Member Awards Committee in early January of the year in which both of them assume office and provide the chair with a copy of the Committee guidelines. The President-Elect and outgoing chair should cooperatively select the new chair. If possible, the new chair should be selected from among the members currently serving on the committee. The chair is responsible for soliciting nominations and supporting documentation for the following ESA-SEB awards:

1. Award for Excellence in Integrated Pest Management (Branch nomination for ESA award)
2. Recognition Award in Entomology
3. Distinguished Achievement Award in Teaching (Branch nomination for ESA award)
4. Distinguished Achievement Award in Extension (Branch nomination for ESA award)
5. Distinguished Achievement Award in Horticultural Entomology
6. Distinguished Achievement Award in Urban Entomology
7. Distinguished Service Award to the Certification Program

8. Recognition Award in Insect Physiology, Biochemistry, and Toxicology

All eight Branch awards have an ESA National equivalent and nominations are due on **May 1**. Nominations are accepted only from ESA Branches (one per year) for the ESA (Entomological Foundation) Award for Excellence in Integrated Pest Management, ESA Distinguished Achievement Award in Teaching, and ESA Distinguished Achievement Award in Extension. Guidelines for preparing nominations for ESA awards, including these three awards for ESA-SEB, are posted at the ESA awards website (<http://www.entsoc.org>).

The ESA-SEB Member Awards Committee in conjunction with the SEB Ad Hoc National Offices Nominating Committee encourages and facilitates its membership in applying for the following professional honors and awards administered solely by the National ESA Awards Committee:

<u>Honors and Awards</u>	<u>Deadline</u>
Honorary Membership	March 15
Fellows	March 15
Founder's Memorial Award	December 1
Nan-Yao Su Award for Innovation and Creativity in Entomology	May 1
Early Career Innovation Award (sponsored by BASF)	May 1
Henry and Sylvia Richardson Research Grant	May 1
Integrated Pest Management Team Award (sponsored by Dow AgroSciences)	May 1
President's Prizes in Outstanding Achievement in Primary and Secondary Education	May 1
Thomas Say Award	May 1
Student Transition and Early Professional Awards (STEP)	May 1

The presenter of the ESA Founder's Memorial Lecture must be a current ESA member and have a record of accomplishment in entomology. The scientist who is being honored in memoriam must have made major contributions that have had a significant impact on entomology. The awardee receives \$1,000 and an inscribed plaque, as well as gratis registration for the ESA annual meeting in the year the award is given. The awardee must deliver the Founders' Memorial Lecture and receive the award at the annual meeting. Any ESA member may submit nominations for this award. Nomination packages must be received by the ESA National Office by October 1 of the year prior to the year the award is to be presented. Submission requirements are at the ESA awards website (<http://www.entsoc.org>).

Nominees for all awards are solicited by the ESA-SEB Member Awards Committee Chair from major entomological institutions, including academic departments, experiment stations, state and federal research laboratories, and private sector organizations. The announcements should be circulated widely. The Branch awards are administered according to guidelines on the ESA-SEB website accessed through the ESA website. For ESA awards, guidelines are available at (http://www.entsoc.org/awards/whats_available). Access to the latest ESA-SEB and ESA guidelines and procedures should be provided in the award nomination solicitations. The following awards may have one or two recipients: ESA-SEB Award for Excellence in Integrated Pest Management, ESA-SEB Recognition Award in Entomology, and ESA-SEB Recognition Award in Urban Entomology.

General procedures for ESA-SEB awards nominations are as follows:

Page Limits:

- The entire nomination package must not exceed 20 pages total. This includes letters of nomination or recommendation and publication lists.
- Letters of nomination and recommendation must be included in the electronic package.

File Specifications:

- Only the following file formats will be accepted: PDF (Adobe Portable Document Format), RTF (Rich Text Format), TIF graphic files, or JPG graphic files. Files created on either PC or MAC platforms will be accepted. Scanned images must be clear on a computer screen.
- Font size for text may not be smaller than 10 point.
- A nomination package may contain no more than 6 separate files, and the size of each file must not exceed 3 MB.

Suggested Timetable

January (Year 1): President-Elect selects pending ESA-SEB Member Awards Committee Chair. For continuity, the Chair should be selected from among members of the previous Committee (see guidelines above for suggested committee composition).

February (Year 1): Chair selects pending committee members. The committee members review procedures for soliciting and evaluating nominations and selecting awardees.

March (Year 1): Chair widely distributes solicitation for ESA-SEB and ESA award nominations, including email to ESA-SEB membership and announcement in the ESA newsletter. Solicitation is sent to all entomology department and sub-department administrators in the Branch, emphasizing the deadlines of **September 1** ESA-SEB and **July 1** ESA.

July (Year 1): Chair redistributes nomination solicitation and reminds entomology institutions and sub-department administrators to submit ESA-SEB award nominations by **September 1**.

September 1 (Year 1): Deadline for submission of award nominations. If nominations are insufficient, the deadline is extended by two weeks but no later than **September 15**. Chair confirms receipt of nominations.

September 15 (Year 1): Chair sends nomination packets and scoring sheets to committee members, along with judging guidelines (see Appendix, MEMBER AWARDS COMMITTEE, Attachment 1. Award evaluation forms). Committee members are advised to complete judging and return scoring sheets along with dossiers to chair by **October 15**.

November 1 (Year 1): Chair determines the award recipients and notifies Branch President, Secretary-Treasurer, and Member Awards Committee members. Each nominator and recipient is notified of their selection individually. Award recipients are announced in the meeting program and awards are bestowed at the ESA-SEB annual meeting. Chair thanks all nominators and nominees, and requests from the nominator of the awardee a photograph of the awardee and write-up suitable for the ESA and ESA-SEB annual meeting programs. Chair emphasizes the **November 15** deadline.

November 15 (Year 1): Chair forwards recipient's dossier with photographs and write-ups to Program Chair.

January-March (Year 2): Chair prepares a written committee report on the year's activities and delivers it at the Executive Committee meeting on the day prior to the official beginning of the ESA-SEB annual meeting. Branch President is provided with copies of all pertinent correspondence. Chair, or designee, presents plaques to the award winners at the Awards Luncheon. Presentations are made for the awards listed in the second paragraph of this section of the guidelines. SEB Secretary-Treasurer orders the plaques and two each may be needed for the following awards: Excellence in Integrated Pest Management, Recognition Award in Entomology, and Recognition Award in Urban Entomology.

January-March (Year 2): Chair provides the Chair-Elect with the following:

1. List of past Member Awards Committee members
2. List of current Branch and ESA awardees
3. Current mailing list used for soliciting nominations
4. Copy of current Committee guidelines with selection criteria
5. Copies of all solicitation letters and attachments

June (Year 2): Submit ESA-SEB award nominee dossiers to ESA national office for the following ESA awards: ESA Distinguished Achievement Award in Extension, ESA Distinguished Achievement Award in Teaching, and the ESA (Entomological Foundation) Award for Excellence in Integrated Pest Management.

ESA-SEB Award for Excellence in Integrated Pest Management

This award recognizes and encourages outstanding contributions to integrated pest management in North America and U.S. possessions. Recipients of this award are nominated for the ESA Award for Excellence in Integrated Pest Management.

Eligibility: The nominee must be an ESA-SEB member who has made outstanding contributions to IPM of arthropod pests. Special consideration will be given to IPM program originality and success. A recipient of a widely recognized scientific award for IPM will not be eligible for this award unless the accomplishments cited as the basis for nomination represent new work. Previous recipients of this award are not eligible for future nominations. Re-nomination of unsuccessful candidates is encouraged.

Nominations: Nominations for this award may be made by any ESA-SEB member or unit administrator in the SEB region. Members of the Awards Committee are not eligible to nominate candidates or receive this award during their terms.

Award Nomination Information: ESA guidelines are used for this award. An electronic copy of the nomination package must be submitted to the ESA-SEB Member Awards Committee Chair by **September 1**.

Resubmission of a Nomination: A candidate nominated, but not selected, may be re-nominated no more than two times within the 2-year period after the initial submission. Nomination packages will be retained for two years by both the ESA National Office and Entomological Foundation. Nominators must send a letter of re-nomination to (awards@entsoc.org) by the nomination deadline. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The re-nomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements.

Committee Procedures: Members of the Awards Committee will evaluate individually the annual nominees by October 15. Each member submits a ranked list of evaluations to the committee Chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee lists, will be re-evaluated. There may be two recipients of the Award for Excellence in Integrated Pest Management. The Branch President and Secretary-Treasurer must be notified of the final selection by **November 1** (Article III, Section 10 of the SEB By-laws).

Award Procedures at the ESA-SEB Annual Meeting: The award will be presented at the ESA-SEB Annual Meeting. The recipient is expected to be present at this meeting to receive the award.

ESA-SEB Recognition Award in Entomology

This award recognizes entomologists who have made or are making significant contributions to agriculture.

Eligibility: The nominee must be a current ESA-SEB member and have contributed significantly to agricultural advancement through work in the field of entomology. A recipient of a widely recognized scientific award in entomology will not be eligible unless the accomplishment cited as the basis for nomination represents new work. Previous recipients of this award are not eligible. Re-nomination of unsuccessful candidates is encouraged.

Nominations: Nominations for this award may be made by any ESA-SEB member or unit administrator in the SEB region. Members of the Awards Committee are not eligible to nominate candidates or receive this award during their terms.

Award Nomination Information: Nominations must be accompanied by the following information:

1. Cover page with the year and name, address, telephone number, and email address of nominee
2. Letter of nomination
3. Academic record, including degrees, dates and institutions
4. Brief description of employment and professional experience in entomology
5. Statement of entomological accomplishments on which the nomination is based
6. Assessment of the nominee's accomplishments emphasizing work during the preceding 10-year period to be recognized by the award
7. Professional activities during past 10 years, including professional society offices and memberships
8. List of publications and patents during past 10 years
9. List of scholarly presentations during past 10 years
10. Related information, including awards and other recognition
11. Additional supporting information, including no more than three letters of recommendation from professional colleagues

An electronic copy of the nomination package must be submitted to the ESA-SEB Member Awards Committee Chair by **September 1**.

Resubmission of a Nomination: A candidate nominated, but not selected, may be re-nominated no more than two times within the 2-year period after the initial submission. Nomination packages will be retained for two years by both the ESA National Office and Entomological Foundation. Nominators must send a letter of re-nomination to (awards@entsoc.org) by the nomination deadline. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The re-nomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements.

Committee Procedures: Members of the Awards Committee will evaluate individually the annual nominees by October 15. Each member submits a ranked list of evaluations to the committee chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee lists, will be reevaluated. There may be two recipients of the Recognition Award in Entomology. The Branch President and Secretary-Treasurer must be notified of the final selection by **November 1** (Article III, Section 10 of the ESA-SEB By-Laws).

Award Procedures at the ESA-SEB Annual Meeting: The award will be presented at the ESA-SEB Annual Meeting. The recipient is expected to be present at this meeting to receive the award.

ESA-SEB Distinguished Achievement Award in Teaching

This award recognizes a member of the Society deemed to be an outstanding teacher. Recipients of this award are nominated for the ESA Distinguished Achievement Award in Teaching.

Eligibility: The nominee must be a current ESA-SEB member and have demonstrated excellence in teaching entomological subjects, possibly developing new courses and innovative teaching methods. A recipient of a widely recognized teaching award will not be eligible unless the accomplishment cited as the basis for nomination represents new work. Previous recipients of this award are not eligible. Re-nomination of unsuccessful candidates is encouraged.

Nominations: Nominations for this award may be made by any ESA-SEB member or unit administrator in the SEB region. Members of the Awards Committee are not eligible to nominate candidates or receive this award during their terms.

Award Nomination Information: ESA guidelines are used for this award. An electronic copy of the nomination package must be submitted to the ESA-SEB Member Awards Committee Chair by **September 1**.

Resubmission of a Nomination: A candidate nominated, but not selected, may be re-nominated no more than two times within the 2-year period after the initial submission. Nomination packages will be retained for two years by both the ESA National Office and Entomological Foundation. Nominators must send a letter of re-nomination to (awards@entsoc.org) by the nomination deadline. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The re-nomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements.

Committee Procedures: Members of the Awards Committee will evaluate individually the annual nominees by October 15. Each member submits a ranked list of evaluations to the committee chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee lists, will be reevaluated. There may be only one recipient of the Distinguished Achievement Award in Teaching. The Branch President and Secretary-Treasurer must be notified of the final selection by **November 1** (Article III, Section 10 of the SEB By-Laws).

Award Procedures at the ESA-SEB Annual Meeting: The award will be presented at the ESA-SEB Annual Meeting. The recipient is expected to be present at this meeting to receive the award.

ESA-SEB Distinguished Achievement Award in Extension

This award recognizes and encourages outstanding contributions to Extension entomology. Recipients of this award are nominated for the ESA Distinguished Achievement Award in Extension.

Eligibility: The nominee must be a current ESA-SEB member and have contributed significantly to Extension entomology through program creativity, delivery and impact. A recipient of a widely recognized Extension award will not be eligible unless the accomplishment cited as the basis for nomination represents new work. Previous recipients of this award are not eligible. Re-nomination of unsuccessful candidates is encouraged.

Nominations: Nominations for this award may be made by any ESA-SEB member or unit administrator in the SEB region. Members of the Awards Committee are not eligible to nominate candidates or receive this award during their terms.

Award Nomination Information: ESA guidelines are used for this award. An electronic copy of the nomination package must be submitted to the ESA-SEB Member Awards Committee Chair by **September 1**.

Resubmission of a Nomination: A candidate nominated, but not selected, may be re-nominated no more than two times within the 2-year period after the initial submission. Nomination packages will be retained for two years by both the ESA National Office and Entomological Foundation. Nominators must send a letter of re-nomination to (awards@entsoc.org) by the nomination deadline. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The re-nomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements.

Committee Procedures: Members of the Awards Committee will evaluate individually the annual nominees by October 15. Each member submits a ranked list of evaluations to the Committee Chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee lists, will be reevaluated. There may be only one recipient of the Distinguished Achievement Award in Extension. The Branch President and Secretary-Treasurer must be notified of the final selection by **November 1** (Article III, Section 10 of the SEB By-Laws).

Award Procedures at the ESA-SEB Annual Meeting: The award will be presented at the ESA-SEB Annual Meeting. The recipient is expected to be present at this meeting to receive the award.

ESA-SEB Distinguished Achievement Award in Horticultural Entomology

This award recognizes and encourages outstanding contributions to horticultural entomology.

Eligibility: The nominee must be a current ESA-SEB member and have contributed significantly to horticultural entomology by increasing the quality and value of plants, improving the productivity and profitability of the nursery and landscape industries, and/or protecting and enhancing the environment. A recipient of a widely recognized award for horticultural entomology will not be eligible unless the accomplishment cited as the basis for nomination represents new work. Previous recipients of this award or of the discontinued Distinguished Achievement Award in Regulatory Entomology are not eligible. Re-nomination of unsuccessful candidates is encouraged.

Nominations: Nominations for this award may be made by any ESA-SEB member or unit head operating in the SEB region. Members of the Awards Committee are not eligible to nominate candidates or receive this award during their terms.

Award Procedures: Nominations must be accompanied by the following information:

1. Cover page with the year and name, address, telephone number, and email address of nominee
2. Letter of nomination
3. Academic record, including degrees, dates and institutions
4. Brief description of employment and professional experience in horticultural entomology
5. Statement of horticultural entomology accomplishments on which the nomination is based, including demonstrated excellence in increasing the quality and value of plants, improving the nursery and landscape industries, and/or protecting and enhancing the environment.
6. Assessment of the nominee's accomplishments emphasizing work during the preceding 10-year period to be recognized by the award
7. Professional activities during past 10 years, including offices and memberships in professional societies
8. List of publications, patents and horticultural materials during past 10 years
9. List of scholarly presentations during past 10 years
10. Related information, including awards and other recognition

11. Additional supporting information, including no more than three letters of recommendation from professional colleagues and clientele

An electronic copy of the nomination package must be submitted to the ESA-SEB Member Awards Committee Chair by **September 1**.

Resubmission of a Nomination: A candidate nominated, but not selected, may be re-nominated no more than two times within the 2-year period after the initial submission. Nomination packages will be retained for two years by both the ESA National Office and Entomological Foundation. Nominators must send a letter of re-nomination to (awards@entsoc.org) by the nomination deadline. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The re-nomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements.

Committee Procedures: Members of the Awards Committee will evaluate individually the annual nominees by October 15. Each member submits a ranked list of evaluations to the Committee Chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee lists, will be reevaluated. There may be only one recipient of the Distinguished Achievement Award in Horticultural Entomology. The Branch President and Secretary-Treasurer must be notified of the final selection by **November 1** (Article III, Section 10 of the SEB By-Laws).

Award Procedures at the ESA-SEB Annual Meeting: The award will be presented at the ESA-SEB Annual Meeting. The recipient is expected to be present at this meeting to receive the award.

ESA-SEB Recognition Award in Urban Entomology

This award recognizes and encourages outstanding Extension, research, and teaching contributions in urban entomology.

Eligibility: The nominee must be a current ESA-SEB member and have contributed significantly to urban entomology, the study and control of arthropods found in the home or surrounding landscape, including those that are wood destroying and pests of structures, ornamental plants, shade trees and turf. A recipient of a widely recognized urban entomology award will not be eligible unless the accomplishments cited as the basis for nomination represents new work. Previous recipients of this award are not eligible. Re-nomination of unsuccessful candidates is encouraged.

Nominations: Nominations for this award may be made by any ESA-SEB member or unit administrator in the SEB region. Members of the Awards Committee are not eligible to nominate candidates or receive this award during their terms.

Award Nomination Information: Nominations must be accompanied by the following information:

1. Cover page with the year and name, address, telephone number, and email address of nominee
2. Letter of nomination
3. Academic record, including degrees, dates and institutions
4. Brief description of employment and professional experience in urban entomology
5. Statement of urban entomology accomplishments on which the nomination is based, including demonstrated excellence in the study and management of pests that infest structures, destroy wood, and/or damage ornamental plants and landscapes

6. Assessment of the nominee's accomplishments emphasizing work during the preceding 10-year period to be recognized by the award
7. Professional activities during past 10 years, including offices and memberships in professional societies
8. List of publications, patents and urban entomology materials during past 10 years
9. List of scholarly presentations during past 10 years
10. Related information, including awards and other recognition
11. Additional supporting information, including no more than three letters of recommendation from professional colleagues and clientele

An electronic copy of the nomination package must be submitted to the ESA-SEB Member Awards Committee Chair by **September 1**.

Resubmission of a Nomination: A candidate nominated, but not selected, may be re-nominated no more than two times within the 2-year period after the initial submission. Nomination packages will be retained for two years by both the ESA National Office and Entomological Foundation. Nominators must send a letter of re-nomination to (awards@entsoc.org) by the nomination deadline. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The re-nomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements.

Committee Procedures: Members of the Awards Committee will evaluate individually the annual nominees by October 15. Each member submits a ranked list of evaluations to the Committee Chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee lists, will be reevaluated. There may be two recipients of the Recognition Award in Urban Entomology. The Branch President and Secretary-Treasurer must be notified of the final selection by **November 1** (Article III, Section 10 of the SEB By-Laws).

Award Procedures at the ESA-SEB Annual Meeting: The award will be presented at the ESA-SEB Annual Meeting. The recipient is expected to be present at this meeting to receive the award.

ESA-SEB Distinguished Service Award to the Certification Program

This award recognizes and encourages outstanding contributions to the ESA Certification Program and professionalism of entomology.

Eligibility: The nominee must be a current ESA-SEB member and have contributed significantly to the ESA Certification Program and professionalism of entomology. Nominees are required to be Board or Associate Certified Entomologists. Previous recipients of this award are not eligible. Re-nomination of unsuccessful candidates is encouraged.

Nominations: Nominations for this award may be made by any ESA-SEB member or unit administrator in the SEB region. Members of the Awards Committee are not eligible to nominate candidates or receive this award during their terms.

Award Nomination Information: Nominations must be accompanied by the following information:

1. Cover page with the year and name, address, telephone number, and email address of nominee
2. Letter of nomination
3. Academic record, including degrees, dates and institutions
4. Brief description of employment and professional experience in entomology

5. Statement of accomplishments on which the nomination is based, including contributions to the ESA Certification Program and professionalism of entomology
6. Assessment of the nominee's accomplishments emphasizing work during the preceding 10-year period to be recognized by the award
7. Professional activities during past 10 years, including offices and memberships in professional societies
8. List of publications, patents and other entomology materials during past 10 years
9. List of scholarly presentations during past 10 years
10. Related information, including awards and other recognition
11. Additional supporting information, including no more than three letters of recommendation from professional colleagues

An electronic copy of the nomination package must be submitted to the ESA-SEB Member Awards Committee Chair by **September 1**.

Resubmission of a Nomination: A candidate nominated, but not selected, may be re-nominated no more than two times within the 2-year period after the initial submission. Nomination packages will be retained for two years by both the ESA National Office and Entomological Foundation. Nominators must send a letter of re-nomination to (awards@entsoc.org) by the nomination deadline. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The re-nomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements.

Committee Procedures: Members of the Awards Committee will evaluate individually the annual nominees by October 15. Each member submits a ranked list of evaluations to the Committee Chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee lists, will be reevaluated. There may be only one recipient of the Distinguished Service Award to the Certification Program. The Branch President and Secretary-Treasurer must be notified of the final selection by **November 1** (Article III, Section 10 of the SEB By-Laws).

Award Procedures at the ESA-SEB Annual Meeting: The award will be presented at the ESA-SEB Annual Meeting. The recipient is expected to be present at this meeting to receive the award.

ESA-SEB Recognition Award in Insect Physiology, Biochemistry and Toxicology

This award recognizes and encourages innovative research in insect physiology, biochemistry and toxicology.

Eligibility: The nominee must be a current ESA-SEB member and have contributed significantly to research in insect physiology, biochemistry, and/or toxicology. This research may include subjects such as arthropod development, molecular biology, genetics, and defense mechanisms. Previous recipients of this award are not eligible. Re-nomination of unsuccessful candidates is encouraged.

Nominations: Nominations for this award may be made by any ESA-SEB member or unit administrator in the SEB region. Members of the Awards Committee are not eligible to nominate candidates or receive this award during their terms.

Award Nomination Information: Each letter of nomination must be accompanied by the following:

1. Cover page with the year and name, address, telephone number and email address of nominee
2. Letter of nomination
3. Academic record, including degrees, dates and institutions

4. Brief description of employment and professional experience in entomology
5. Statement of accomplishments on which the nomination is based, including contributions to research in insect physiology, biochemistry and/or toxicology
6. Assessment of the nominee's accomplishments emphasizing work during the preceding 10-year period to be recognized by the award
7. Professional activities during past 10 years, including offices and memberships in professional societies
8. List of publications, patents and other entomology materials during past 10 years
9. List of scholarly presentations during past 10 years
10. Related information, including awards and other recognition
11. Additional supporting information, including no more than three letters of recommendation from professional colleagues

An electronic copy of the nomination package must be submitted to the ESA-SEB Member Awards Committee Chair by **September 1**.

Resubmission of a Nomination: A candidate nominated, but not selected, may be re-nominated no more than two times within the 2-year period after the initial submission. Nomination packages will be retained for two years by both the ESA National Office and Entomological Foundation. Nominators must send a letter of re-nomination to (awards@entsoc.org) by the nomination deadline. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The re-nomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements.

Committee Procedures: Members of the Awards Committee will evaluate individually the annual nominees by October 15. Each member submits a ranked list of evaluations to the Committee Chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee lists, will be reevaluated. There may be only one recipient of the Recognition Award in Insect Physiology, Biochemistry and Toxicology. The Branch President and Secretary-Treasurer must be notified of the final selection by **November 1** (Article III, Section 10 of the SEB By-Laws).

Award Procedures at the ESA-SEB Annual Meeting: The award will be presented at the ESA-SEB Annual Meeting. The recipient is expected to be present at this meeting to receive the award.

MEMBERSHIP COMMITTEE

The Membership Committee shall consist of one member from each SEB state and Puerto Rico each appointed to a 3-year term by the President. A student member is optional. Terms shall be arranged such that no more than four members are appointed in any year. The Chair shall be appointed for a 3-year term and serve as a member of the ESA Committee on Membership. The Branch Committee shall actively solicit new members for the Branch, and new members and sustaining associates for the Entomological Society of America. The Chair shall present a brief report of committee activities to the Executive Committee at the beginning of the Branch Annual Meeting. A written report reviewing current Branch membership by state shall be presented at the Final Business Meeting. (Constitution Article VII, Section 1; By-laws Article III, Section 5)

Responsibilities

The Committee is appointed soon after the Branch annual meeting and responsible for all phases of membership development and retention. Following the "Guide for ESA Membership Committees," the Committee will work closely with the ESA National Manager of Membership and Member Relations to solicit ideas, information, brochures, membership lists, application forms, etc., to increase Branch membership.

Active recruitment of new members requires dissemination of applications and information about the Society and working with other organizations that employ entomologists, such as entomological societies, the National Pest Control Association, universities, colleges, experiment stations, government organizations, and agricultural companies.

Suggested Monthly Schedule

March:

1. Obtain Branch membership lists and compare them with annual meeting registration.
2. Immediately after the Branch annual meeting, obtain a list of non-member registrants from the Secretary-Treasurer and within one month send each an invitation to join ESA.
3. Obtain lists of potential entomology graduates from entomology, biology and zoology department heads. Recruit graduating entomologists who are not ESA members.

April:

1. Obtain a current list of delinquent members from the ESA National Manager of Membership and Member Relations and follow-up with personal contact by letter or telephone.
2. Send a report of Branch Membership Committee activities to the ESA National Membership Committee Chair for inclusion in the Membership Committee Report to the ESA Governing Board by **June 1**.

May:

1. Request membership rosters from societies with entomologists and employment lists from organizations that employ entomologists.
2. Use membership and employment lists to send invitations about joining ESA to non-members.

September:

1. Contact entomology, biology and zoology department heads to obtain lists of graduate and undergraduate students specializing in entomology.
2. Obtain a list of ESA student members from the ESA National Manager of Membership and Member Relations to check against lists of students obtained from various departments. Develop a list of non-member entomology students.
3. Send a letter of invitation to join ESA to each non-member student.

October:

1. Send the prospective member lists to the ESA National Manager of Membership and Member Relations so non-members can be sent letters of invitation to join ESA.

December:

1. Attend ESA Membership Committee Meeting at the ESA Annual Meeting.

NOMINATING COMMITTEE

The Nominating Committee appointed by the President shall consist of six members with 1-year terms; two each representing federal; state (including universities and colleges); and industry employed members. The entire Nominating Committee for the subsequent year must be approved by the Executive Committee no later than the Executive Committee meeting at the annual Branch meeting. The Nominating Committee shall solicit nominations from the membership and develop a ballot with at least two candidates for each Branch office. A nominee must consent to having their name on the ballot. The Nominating Committee conducts the election prior to the annual Branch meeting and reports the winners at the Executive Committee meeting. The Nominating Committee also shall count and report responses on the ballots for Constitutional Amendments. (Constitution Article VII, Section 1; By-laws Article III, Section 2)

Responsibilities

The President-Elect, on assuming the presidency at the end of the final business meeting, shall announce the Chair of the Nominating Committee approved at the Executive Committee meeting and ask the members present to recommend nominees for Branch offices.

The Nominating Committee shall provide a minimum of two nominees for the following Branch offices: President-Elect and one Member-at-Large to the Executive Committee elected annually, and Secretary-Treasurer elected every three years. The Nominating Committee is required to provide nominees for the following National ESA offices: Representative to the Governing Board and Representative to the Certification Board every three years.

Additional Responsibilities

1. Inform the committee members of their duties and provide them with the Branch guidelines. Assure that the duties of the committee are conducted on schedule (see Appendix, NOMINATING COMMITTEE, Attachment 1. Proposed timetable for elected national ESA offices).
2. Solicit candidates for each vacant office, possibly from entomology department heads, laboratory directors, and industry leaders. Determine if the candidate is being considered for another ESA position which would limit their ability to serve. Inform potential candidates of the committee's selection procedure, and that initial acceptance does not guarantee nomination (see Appendix, NOMINATING COMMITTEE, Attachment 2. Proposed timetable for elected Branch offices).
3. Submit the list of candidates with biographical information to each committee member for confidential ranking, summarize the results, and notify the committee members. The two qualified candidates for each office that receive the highest score are placed on the ballot.
4. Confirm the candidate's consent to serve and that they are ESA members in good standing. If a nominee declines, the candidate with the next highest number of votes is contacted.
5. Write a letter to all candidates not selected explaining results of the committee's action and thanking them for their willingness to be considered for nomination.
6. Prepare a ballot for voting by the Branch membership and notify the ESA-SEB President and Secretary-Treasurer of the candidates.
7. Send ballots and biographical information to the Secretary-Treasurer for forwarding to the Branch membership. Ballots are returned to the Secretary-Treasurer who with at least one Nominating

Committee member or ESA-SEB officer counts the votes to determine which candidates are elected. If the outgoing Secretary-Treasurer is nominated for another office, ballots should be sent to the Secretary-Treasurer-Elect or to the President.

8. Attend the Executive Committee meeting at the beginning of the annual Branch meeting and report on the activities of the Nominating Committee, including the results of the election.
9. Maintain a file of committee activities for the succeeding Nominating Committee Chair. Also, announce the results of the balloting at the Final Business Meeting.

PROGRAM COMMITTEE

The Program Committee shall consist of six members appointed to 1-year terms by the President. The program should represent a broad range of entomological topics of interest to the membership and perhaps incorporate a few speakers from outside the Branch. The committee shall solicit program suggestions from the membership and deliver the completed program to the Secretary-Treasurer not less than six weeks prior to the annual meeting. The chair shall provide an oral and written report at the Final Business Meeting summarizing the committee's activities and serve as an ex-officio member of the subsequent Program Committee. (Constitution Article VII, Section 1; By-laws Article III, Section 7)

Additional Responsibilities

1. The chair and President select members of the Program Committee cooperatively by **July 1** of the year preceding the subsequent annual meeting.
2. The call for papers is sent to the Secretary-Treasurer for distribution to the membership by **July 15**, including the preregistration and title submission forms, hotel reservation materials, insect photographic salon requirements, call for papers for the student symposium, and other information pertinent to the program.
3. The **October 1** deadline for acceptance of submitted papers may be extended to December, if necessary. The Student, Armyworm, Turf and Ornamentals, Vegetable Insect, and Urban Entomology Symposia have become somewhat traditional.
4. The chair contacts the Membership and Student Awards Committee Chairs to request biographical information of award winners by **November 15** for inclusion in the program.
5. The chair contacts the Secretary-Treasurer by the following **February 1** to determine funding available for honoraria or travel expenses for speakers invited to the annual meeting.
6. The chair and printer cooperatively prepare the program. The title submission form has spaces for the time, paper number and subject category. The papers are arranged in sessions and assigned a time and number on the standardized submission form. Corrections and changes are made on the submission forms before finalizing and printing the program. The final program is compiled in a draft computer file and given to the printer six weeks before the annual meeting.
7. The chair solicits a moderator and projectionist for each session or only a moderator who selects a co-moderator/projectionist. The chair provides a copy of the Moderator Guidelines to each moderator (see Appendix, PROGRAM COMMITTEE, Attachment 1. Guidelines for session moderators).

8. The chair arranges for the meeting in close coordination with the Local Arrangements Chair, Secretary-Treasurer, President, and hotel staff. A site visit is made to arrange for meeting functions, match space requirements with the hotel floor plan, determine what equipment will be provided by the hotel or other sources, and assure that the meeting is well planned. The Program Chair obtains a copy of the hotel floor plan for the meeting program and coordinates signage with the Local Arrangements Chair.
9. The Program Committee cooperatively organizes the opening session, often including an invited keynote speaker. During the opening session, the Program Chair thanks Program Committee members and others who have assisted in developing the program, asks presenters to observe time limits, and delivers “housekeeping” information.
10. The chair closely monitors the meeting and is visible and ready to assist if needed. Also, the chair coordinates with every moderator to assure that the projector and other equipment is in place and someone is present to operate it and the room lights.
11. The chair provides six copies of the program to the Public Relations Committee Chair and one copy to each Branch President, the National President, ESA Executive Director, and ESA Certification Board Director.
12. The chair attends the Executive Committee Meeting at the beginning of the Branch annual meeting and delivers a brief written and verbal report of Program Committee activities, and attend and present a brief report at the Final Business meeting at the end of the annual meeting.

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall consist of three members appointed to 1-year terms by the President. The committee shall encourage a wide distribution of entomological information to the public. The members shall work closely with the Program Committee, Local Arrangements Committee and the ESA Public Affairs Officer to fully publicize the annual meeting. The chair shall submit a written report at the Final Business Meeting outlining the committee’s accomplishments. (Constitution Article VII, Section1; By-laws Article III, Section 6)

Responsibilities

Promote the profession of entomology to members, non-members, and those interested in insects, other arthropods, and the science of entomology. The main objective is to publicize the meeting using various printed and visual media. This involves working closely with university communication specialists and the media to disseminate news releases and announcements of the meeting. Coverage and local radio broadcasts are encouraged throughout the host state. University and commercial television stations are invited to feature newsworthy presentations or events. A press room is made available and speakers are encouraged to make newsworthy abstracts available.

The chair also serves on the Local Arrangements Committee in a liaison capacity. The hotel is encouraged to welcome entomologists from the southeast with displays and by other means. The meetings, including Insect Photo Salon, Linnaean Games, and placement service should be promoted using ESA and other websites.

The Public Relations Committee should identify and invite biologists with entomological interests from universities, colleges and other organizations in the region. Participation of state entomological societies and the private sector should be encouraged, also. Follow-up coverage of award winners, subsequent meetings, and other outcomes of the annual Branch meeting is encouraged.

RESOLUTIONS COMMITTEE

The Resolutions Committee shall be composed of three members appointed by the President to 1-year terms. One member should serve for a second year to maintain continuity. The committee shall solicit suggestions for resolutions from the membership. Resolutions approved by the committee shall be posted at least 24 hours prior to the Final Business Meeting. The committee chair shall present the resolutions for adoption by the Branch membership at the Final Business Meeting. (Constitution Article VII, Section 1; By-laws Article III, Section 4)

Responsibilities

1. Notify the membership before the annual meeting and announce at the Opening Session that resolutions should be given to the Resolutions Committee at least 24 hours before being presented at the Final Business Meeting.
2. Resolutions must be in proper format and the intent unchanged (see examples at <http://www.entsoc.org/Southeastern>, Southeastern Branch Archives, Past Business Meetings).
3. The chair must post resolutions in a prominent location near the registration area 24 hours before the beginning of the Final Business Meeting.
4. The chair reads the resolutions during the final business meeting and the membership votes on actions:
 - a) Advance for adoption (no second required from floor), "Move for adoption."
 - b) Advance without recommendation (motion for adoption and second required from floor), "The Resolutions Committee advances this resolution without recommendation."
4. The chair submits copy of the final resolutions to the Secretary-Treasurer.

STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee shall be composed of ten members appointed by the President to serve 2-year, overlapping terms. Members shall represent the nine SEB states and Puerto Rico, and may be nominated by the university entomology department chairs. An experienced committee member will be selected as chair or co-chair, and multi-year terms of service shall be arranged so that some knowledgeable members remain on the committee each year. The committee chair will be from the annual meeting host state, or serve as co-chair if the student from the host state is new to the committee. The student appointed to the ESA Committee on Student Affairs shall be an ex-officio member of the Branch Committee. The Committee shall promote the well-being of students in the Branch, including student paper sessions, Linnaean Games, the Insect Photo Salon, and Job Placement at the annual meeting. The chair shall coordinate activities of the Student Affairs Committee with the chairs of the Program, Local Arrangements and Student Awards Committees. The Student Affairs Committee Chair shall submit a written report at the annual Executive Committee meeting summarizing ESA-SEB Student Affairs Committee activity. The chair also shall submit a written report at the Final Business Meeting summarizing committee activity during the current meeting. (Constitution Article VII, Section 1; By-laws Article III, Section 11)

Additional Responsibilities

The President-Elect should select the pending Student Affairs Committee Chair in early January of the year in which both of them assume office and provide the chair with a copy of the committee guidelines. The President-Elect and outgoing chair of the committee should cooperatively select the new chair. If possible, the new chair should be selected from among the members currently serving on the committee. The chair is responsible for organization and administration of a Student Symposium, Linnaean Games Competition, Insect Photo Salon, and Job Placement Room for the ESA-SEB annual meeting.

Suggested Timetable

January (Year 1): President-Elect selects the pending committee chair. For continuity, the chair should be selected from among members of the previous Committee (see guidelines above for composition of the committee).

January-March (Year 1): Chair identifies committee members to be appointed by the President. The committee members review procedures for accomplishing their responsibilities.

March (Year 1): Chair arranges a committee meeting during the annual Branch meeting to determine responsibilities of each member. Additional chairs should be appointed for the Linnaean Games Competition, Insect Photo Salon, and Job Placement Room. Decide a topic and format for the Student Symposium to be held the following year and arrange for publication of the papers, if appropriate.

April (Year 1): Chair widely distributes solicitation for ESA-SEB Student Symposium submissions, including abstracts. Solicitation is sent to all entomology department and sub-department administrators in the Branch, emphasizing the deadline on **June 1**.

May 1 (Year 1): Chair redistributes solicitation for ESA-SEB Student Symposium submissions, including email to ESA-SEB membership and all entomology department and sub-department administrators in the Branch. Chair emphasizes the deadline on **June 1**.

June 1 (Year 1): Deadline for submissions for the ESA-SEB Student Symposium submissions to be presented at the annual Branch meeting. Chair checks the current ESA membership list to confirm membership status of students who sent submissions for the competition. Letters are sent informing competitors if they are not on the current ESA-SEB membership list. Chair notifies students that their submissions were received and are being considered. Committee reviews submissions, selects participants, and organizes the Student Symposium by **July 1**.

July 1 (Year 1): Chair notifies and confirms participants, and solicits full manuscript, if Student Symposium papers are to be published. Chair also provides the Program Chair with the topic, format, titles and authors for the Student Symposium.

February (Year 2): Chair coordinates with Program and Local Arrangements Committee Chairs to assure that the Student Symposium is in the program and arranges for rooms at the annual meeting. Chair arranges for the Student Affairs Committee to meet at ESA-SEB annual meeting.

February (Year 2): Chair prepares a written Committee report on the year's activities and delivers it at the Executive Committee meeting on the day prior to the beginning of the ESA-SEB annual meeting. A written final report is delivered at the Final Business Meeting.

March (Year 2): Chair assures that the presenters will be present and moderates the Student Symposium at the ESA-SEB annual meeting. Chair also manages publication of the proceedings, if the papers are to be published. Chair provides the Chair-Elect with a list of past Student Affairs Committee members, current

committee guidelines with selection criteria for the Student Symposium, the mailing list used for soliciting papers, and copies of all solicitation letters and attachments.

Guidelines for the Linnaean Games Competition

August-September (Year 1): Chair appoints committee members and reviews procedures for accomplishing their responsibilities. Chair requests questions from SEB members in the region.

September-October (Year 1): Chair and committee members incorporate new questions into ESA-SEB question file. Chair submits Branch questions to national moderator for national ESA Linnaean Games.

November-December (Year 1): Chair and committee members select game questions and submit them to the moderator and judges for review. Chair coordinate with Local Arrangements Committee to provide appropriate venue for the Linnaean Games competition at the annual meeting.

January (Year 2): Chair obtains commitment from game moderator, three judges, two scorekeepers, and one timekeeper to be at the ESA-SEB Linnaean Games competition. Chair also obtains name cards for the team members, coordinates with the Secretary-Treasurer to order plaques, and assures that the traveling trophy is brought to the ESA-SEB annual meeting.

March (Year 2): Chair coordinates a review session for game moderator and judges at the ESA-SEB annual meeting. Chair pairs teams, posts schedule for competition, presents awards to winning team members, and acknowledges the moderator and judges.

March (Year 2): Chair prepares a written committee report on the year's Linnaean Games competition for the Student Affairs Committee Chair to deliver it at the Final Business Meeting of the ESA-SEB annual meeting.

March (Year 2): Chair incorporates changes to Linnaean Games questions in master file and indicates the questions preferred for future games. Chair distributes copies of game questions to all participating teams. Chair updates Linnaean Games Hall of Fame at the ESA-SEB and national ESA levels, including names of individuals participating on winning teams (see Appendix, STUDENT AFFAIRS COMMITTEE, Attachment 1. Linnaean Games Hall of Fame).

Guidelines for the Insect Photo Salon

November (Year 1): Chair appoints committee members and reviews procedures for accomplishing their responsibilities. Chair may obtain guidelines for the Insect Photo Salon from the Photography Society of America.

November (Year 1): Chair reminds Program Chair to include a message about the Insect Photo Salon in the annual ESA-SEB meeting announcement.

January (Year 2): Chair coordinates with the Secretary-Treasurer to order Insect Photo Salon awards. Chair arranges for the Insect Photo Salon Committee to meet at ESA-SEB annual meeting.

February (Year 2): Chair coordinates room availability, arrangement, and projection equipment at the ESA-SEB annual meeting with Local Arrangements Committee Chair.

March (Year 2): Chair and committee members judge the photographs, notify the Secretary-Treasurer of the winners, and coordinate the presentation at the ESA-SEB annual meeting.

March (Year 2): Chair prepares a written committee report on the year's Insect Photo Salon Committee activities for the Student Affairs Committee Chair to deliver it at the Final Business Meeting of the ESA-SEB annual meeting.

Guidelines for the Job Placement Room

November (Year 1): Chair appoints committee members and reviews procedures for accomplishing their responsibilities. Chair reminds Program Chair to include a message about the Job Placement Room in the annual ESA-SEB meeting announcement. Reminders are included for prospective employers to post employment opportunities and for those seeking employment to prepare resumes.

February (Year 2): Chair and committee members coordinate with Local Arrangements Committee Chair room availability and arrangement (tables, poster space, etc.) at the ESA-SEB annual meeting.

STUDENT AWARDS COMMITTEE

The Student Awards Committee shall be composed of six members appointed by the President to serve three-year, overlapping terms. An experienced committee member will be selected as chair, if possible, and multi-year terms of service shall be arranged so that some knowledgeable members remain on the committee each year. The committee shall follow established guidelines for soliciting and evaluating nominees and selecting recipients for awards to be granted by the Branch and ESA National Office. Nominees for national awards shall be forwarded to the appropriate national awards committee by the Student Awards Committee Chair. The chair shall submit a written report at the Final Business Meeting summarizing the committee's activities. (Constitution Article VII, Section 1; By-laws Article III, Section 10)

Additional Responsibilities

The President-Elect should select the pending the Student Awards Committee Chair in early January of the year in which both of them assume office and provide the chair with a copy of the committee guidelines. The President-Elect and outgoing chair of the committee should cooperatively select the new chair. If possible, the new chair should be selected from among the members currently serving on the committee. The chair is responsible for soliciting nominations and supporting documentation for the following ESA-SEB awards:

1. John Henry Comstock Award (outstanding Ph.D. student, also ESA national award)
2. Kirby L. Hays Memorial Award (outstanding M.S. student)
3. Robert T. Gast Award (outstanding Ph.D. oral presentation at ESA-SEB annual meeting)
4. SEB Student Award (outstanding M.S. oral presentation at ESA-SEB annual meeting)
5. Outstanding Ph.D. Student Display Presentation at ESA-SEB annual meeting
6. Outstanding M.S. Student Display Presentation at ESA-SEB annual meeting
7. Outstanding undergraduate presentation or poster (first place award certificate, same criteria as M.S. and Ph.D. students, must be ESA undergraduate member)

Suggested Timetable

January (Year 1): President-Elect selects the pending committee chair. For continuity, the chair should be selected from among members of the previous committee (see guidelines above for suggested composition of the committee).

January-March (Year 1): Chair selects the pending committee members. The committee members review procedures for soliciting and evaluating nominations and selecting awardees.

March (Year 1): Chair widely distributes solicitation for nominations for the John Henry Comstock Award, including email to ESA-SEB membership and announcement in the ESA newsletter. Solicitation is sent to all entomology department and sub-department administrators in the Branch, emphasizing the deadline on **June 15**.

May (Year 1): Chair redistributes solicitation for John Henry Comstock Award nominations and reminds entomology department and sub-department administrators to submit nominations by the **June 15** deadline.

June 15 (Year 1): Deadline for submission of John Henry Comstock Award nominations. If nominations are insufficient, the deadline is extended by two weeks but no later than **June 30**. Chair confirms receipt of nominations.

June 30 (Year 1): Chair sends nomination packets for the John Henry Comstock Award to committee members, along with evaluation guidelines. Committee members are advised to complete and return nominee ranking to the chair by **July 15**.

June 30 (Year 1): Chair widely distributes solicitation for the Kirby L. Hays Memorial Award, the M.S. and Ph.D. student paper and poster competitions, and undergraduate presentation or poster competition. Presentation summaries are required for student paper and poster competition submissions. Solicitation is sent to ESA-SEB membership and all entomology department and sub-department administrators in the Branch. Chair emphasizes deadline for the ESA-SEB competition on **October 15**.

July 15 (Year 1): Chair determines the John Henry Comstock Award recipient and notifies Branch President and Secretary-Treasurer, Student Awards Committee members, nominator, and recipient. Chair thanks all nominators and nominees, and requests from the nominator of the awardee a photograph and biographical information suitable for the ESA and ESA-SEB annual meeting programs. Chair emphasizes the deadline on **July 30**.

July 30 (Year 1): Chair forwards John Henry Comstock Award recipient's packet with photograph and biographical information to the ESA National Office and the ESA-SEB Program Chair.

August 1 (Year 1): Chair redistributes solicitation for nominations for the Kirby L. Hays Memorial Award, the M.S. and Ph.D. student paper and poster competitions, and undergraduate presentation or poster competition, including email to ESA-SEB membership and all entomology department and sub-department administrators in the Branch. Chair emphasizes the deadline on **October 15**.

October 15 (Year 1): Chair sends nomination packets for the Kirby L. Hays Memorial Award to committee members with evaluation guidelines. Committee members are advised to complete and return nominee ranking to the chair by **November 1**.

October 15 (Year 1): Deadline for submissions for the ESA-SEB M.S., Ph.D. and undergraduate student paper and poster competitions at the annual Branch meeting. Chair checks the current ESA membership list to confirm membership status of students who sent submissions for the competitions.

November 1 (Year 1): Chair determines the Kirby L. Hays Memorial Award recipient and notifies Branch President and Secretary-Treasurer, Student Awards Committee members, Mrs. Dean Hays (award donor), nominator, and recipient. Chair thanks all nominators and nominees and requests from the nominator of the awardee a photograph and biographical information suitable for the ESA-SEB annual meeting program. Chair emphasizes the deadline on **November 15**.

November 15 (Year 1): Chair forwards Kirby L. Hays Memorial Award recipient's packet with photograph and biographical information to the ESA-SEB Program Chair.

January (Year 2): Chair reminds student competitors of the deadline for presentation summaries. Letters are sent informing competitors if they are not on current ESA-SEB membership list. Chair recruits judges for student oral and poster presentations at the annual meeting. Guidelines for oral and display presentations are sent to judges. Chair coordinates with Program Chair and arranges for the Student Awards Committee to meet at ESA-SEB annual meeting.

February (Year 2): Chair prepares a written committee report on the year's activities and delivers it at the Executive Committee meeting on the day prior to the beginning of the ESA-SEB annual meeting. A report on student awards at the annual meeting is presented at the Final Business Meeting. Branch President is provided with copies of all pertinent correspondence. Chair, or designee, presents awards to the winners at the Awards Luncheon. Presentations are made for the awards listed in the second paragraph of this section of the guidelines. SEB Secretary-Treasurer orders the awards.

March (Year 2): Chair obtains photographs and biographical information from awardees for the Robert T. Gast Award (outstanding Ph.D. oral presentation), Southeastern Branch Student Award (outstanding M.S. oral presentation), M.S. and Ph.D. student poster competitions, and undergraduate presentation or poster competition to the Program Chair for the next Branch annual meeting written program. A letter is sent to Mrs. Levy (award donor) notifying her of the Robert T. Gast Award winner.

March (Year 2): Chair provides the Student Awards Committee Chair-Elect with the following:

1. List of past Student Awards Committee members
2. List of current Branch and ESA student awardees
3. Current mailing list used for soliciting nominations
4. Copy of current committee guidelines with selection criteria
5. Copies of all solicitation letters and attachments

John Henry Comstock Award

This award is given by the ESA National Office to outstanding Ph.D. students. There are six annual awards, one given to a graduate student from each Branch to promote interest in entomology at the graduate level and to support attendance at the ESA annual meeting. Each award consists of an all-expenses-paid trip to the ESA national meeting, a \$100 cash prize, and a certificate. Expenses paid include reimbursed airfare, free hotel arrangements and meeting registration, and a per diem allowance. These annual awards are presented during the ESA annual meeting.

Eligibility: The nominee must be a current ESA-SEB student member and have demonstrated excellence in their graduate program, e.g. scholarship, research, teaching, presentations, awards, and extracurricular activities. The student must be pursuing a Ph.D. degree with a major in entomology or not have graduated more than one year prior to presentation of the award. Application for student or regular ESA membership must have been made prior to January 1 of the year the award is granted. An active member returning for graduate study is eligible, if membership status changed from active to student within two years of resuming studies.

Nominations: Each entomology department or sub-department in the Branch can nominate one student who is eligible. Nominations with supporting information are sent to the ESA-SEB Student Awards Committee Chair. Each Branch must notify ESA headquarters of its John Henry Comstock Award awardee by **August 15**. The ESA-SEB deadline for nominations is **June 30**.

Award Nomination Information: Nominations must be accompanied by the following information:

1. Cover page with the year and name, address, telephone number, and email address of nominee
2. Letter of nomination from the department administrator or graduate advisor
3. Curriculum vita
 - a. Name, address, telephone number, and email address.
 - b. Education beginning with the undergraduate institution, including dates, degrees, institutions granting degrees, graduate advisor's name, and GPA (0-4 scale). Include official transcripts of graduate records (student copies permitted).
 - c. Relevant employment with a listing of positions and brief summaries of responsibilities.
 - d. Research and Extension experience not part of degree requirements and not indicated by publications.
 - e. Teaching experience, including courses taught or teaching assistance and brief summaries of responsibilities.
 - f. Research support, including internships, fellowships, funded competitive grants, and cooperative agreements. Include source, amount, and duration of support. Briefly describe contribution.
 - g. Refereed publications in chronological order, including only those published or in press. Papers in press require a copy of the acceptance correspondence. Briefly describe contribution to each publication and provide a description of a publication considered to be the nominee's major contribution to entomology. Do not include papers in preparation or submitted.
 - h. Non-refereed publications in chronological order, including only those published or in press. Papers in press require a copy of the acceptance correspondence. Briefly describe contribution to each publication.
 - i. Presentations at professional meetings, including title, authorship, meeting, type of presentation, e.g., moderator, invited or submitted speaker, length of session, poster presentation, workshop, or symposium. Briefly describe contribution to each presentation.
 - j. Other presentations, including title, authorship, meeting, and type of presentation. Briefly describe contribution to each presentation.
 - k. Professional society memberships, including offices held and contributions.
 - l. Professional activities, e.g., advisory committees, working groups.
 - m. University, college or departmental committees.
 - n. Honors and awards, academic, professional, research, or service.
 - o. Thesis and dissertation research abstracts, limited to two pages.
 - p. Letters of recommendation limited to a maximum of four, one from a graduate faculty member familiar with the student's work and another from a fellow graduate student. Other letters may be from appropriate references, e.g., graduate faculty members, industry cooperators, or a graduate student or technician under the student's supervision. Letters should evaluate the student's scholastic achievements and contributions to their institution, research field, and the science of entomology.

An electronic copy of the nomination package must be submitted to the ESA-SEB Student Awards Committee Chair by **June 30**.

Committee Procedures: Members of the ESA-SEB Student Awards Committee individually evaluate nominees for the John Henry Comstock Award by the deadline. Each committee member submits a ranked list of nominees with evaluations to the committee chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee member lists, are reevaluated. Chair determines the awardee and sends the required information to ESA National Office.

Award Procedures at the ESA Annual Meeting: The award is presented at the ESA annual meeting and the recipient is expected to be present to receive the award. Awardee is recognized at subsequent ESA-SEB annual meeting.

Kirby L. Hays Memorial Award

The Kirby L. Hays Memorial Award is sponsored by ESA-SEB. One award is given each year to an outstanding M.S. student. The recipient is recognized with a \$250 cash award and a plaque at the annual Branch meeting.

Eligibility: The nominee must be a current ESA-SEB student member and have demonstrated excellence in their graduate program, e.g. scholarship, research, teaching, presentations, awards, and extracurricular activities. The student must be pursuing a M.S. degree with a major in entomology or not have graduated more than one year prior to presentation of the award at the annual Branch meeting. Application for student or regular ESA membership must have been made prior to January 1 of the year the award is granted. An active member returning for graduate study is not eligible.

Nominations: Each entomology or related department or sub-department in the Branch area can nominate one eligible student who is enrolled in an M.S. program and majoring in entomology. Nominations with supporting information are sent to the ESA-SEB Student Awards Committee Chair. The ESA-SEB deadline for nominations is **October 15**

Award Nomination Information: Nominations must be accompanied by the following information:

1. Cover page with the year and name, address, telephone number, and email address of nominee.
2. Letter of nomination from the department or sub-department administrator or major advisor.
3. Curriculum Vita
 - a. Name, address, telephone number, email address.
 - b. Education beginning with the undergraduate institution, including dates, degrees, institution granting degree, thesis title, graduate advisor's name, and GPA (0-4 scale). Include official transcripts of graduate records (student copies permitted).
 - c. Relevant employment with a listing of positions held with a brief summary of responsibilities.
 - d. Research and Extension experience not part of degree requirements and not indicated by publications.
 - e. Teaching experience, including courses taught or teaching assistance. Provide a brief summary of responsibilities.
 - f. Research support, including internships, fellowships, funded competitive grants, and cooperative agreements. Include source, amount, and duration of support. Briefly describe contribution.
 - g. Refereed publications in chronological order, including only those published or in press. Papers in press require a copy of the acceptance correspondence. Briefly describe contribution to each publication and provide a description of a publication considered to be the nominee's major contribution to entomology. Do not include papers in preparation or submitted.
 - h. Non-refereed publications in chronological order, including only those published or in press. Papers in press require a copy of the acceptance correspondence. Briefly describe contribution to each publication.
 - i. Presentations at professional meetings, including title, authorship, meeting, type of presentation, e.g., moderator, invited or submitted speaker, length of session, poster presentation, workshop, or symposium. Briefly describe contribution to each presentation.
 - j. Other presentations, including title, authorship, meeting, and type of presentation. Briefly describe contribution to each presentation.

- k. Professional society memberships, including offices held and contributions.
- l. Professional activities, e.g., advisory committees, working groups.
- m. University, college or departmental committees.
- n. Honors and awards, academic, professional, research, or service.
- o. Thesis and dissertation research abstracts, limited to two pages.
- p. Letters of recommendation limited to a maximum of four, one from a graduate faculty member familiar with the student's work and another from a fellow graduate student. Other letters may be from appropriate references, e.g., graduate faculty members, industry cooperators, or a graduate student or technician under the student's supervision. Letters should evaluate the student's scholastic achievements and contributions to their institution, research field, and the science of entomology.

An electronic copy of the nomination package must be submitted to the ESA-SEB Student Awards Committee Chair by **June 15**.

Committee Procedures: Members of the Student Awards Committee shall evaluate individually nominees for the Kirby L. Hays Memorial Award by the deadline. Each committee member submits a ranked list of evaluations to the committee chair. If there is no clear awardee, the two top-ranked nominees, as averaged from the committee member lists, will be reevaluated. Chair determines the awardee and sends the required information to ESA-SEB Program Chair and Secretary-Treasurer.

Award Procedures at the ESA-SEB Annual Meeting: The award is presented at the ESA-SEB annual meeting and the recipient is expected to be present to receive the award.

Robert T. Gast Award and Southeastern Branch Student Award

The Robert T. Gast Award (Ph.D.) and the Southeastern Branch Student Award (M.S.) are respectively given to students who present the best research papers at the ESA-SEB annual meeting. The award is based on the performance of the student in presenting a paper in both oral and written forms. The recipient of the Robert T. Gast Award receives \$500 cash and a plaque, and the Southeastern Branch Student Award is \$250 cash and a plaque. The second place awardees each receive \$100 cash and a plaque. At the discretion of the Student Awards Committee, honorable mention may be awarded for third place, if the number of participants is high.

Eligibility: The nominee must be a current ESA-SEB student member pursuing a graduate program leading to a Ph.D. degree (Robert T. Gast Award) or an M.S. degree (Southeastern Branch Student Award) with a major in entomology. Application for ESA student membership must have been made prior to January 1 of the year the award is granted. The student must not have graduated more than one year prior to presentation of the award at the annual Branch Meeting. An active ESA member returning for graduate study is not eligible. The paper presented for consideration may not have been submitted for publication in a journal prior to the deadline for submission of the research summary.

Applications: The competition is announced annually and every eligible student may submit a paper. There is no limit to the number of students who can be from the same institution. A student may enter only one competition each year. This means that a student may not enter both an oral presentation and a poster competition in the same meeting. Materials for consideration are sent to the ESA-SEB Student Awards Committee Chair.

Evaluation Criteria: The student's written paper and associated oral presentation are evaluated by a group of qualified judges according to the following criteria:

1. Presence of the speaker, audible and clear speech, and quality of response to questions.
2. Clear easily understood introduction with strong justification and objectives for the research.
3. Quality and appropriateness of the visual aids.
4. Organization and logical flow of information.
5. Originality and rigor of the research problem and experimentation.
6. Conclusive results and appropriate summary.
7. Conclude presentation on time.

Committee Procedures: Chair works with the judges at the ESA-SEB annual meeting to determine awardees for the Robert T. Gast Award and Southeastern Branch Student Award. Judges evaluate individually student performance and each submits a ranked list of students and associated evaluations to the Student Awards Committee Chair. If there is no clear awardee for an award, the two top-ranked students, as averaged from the committee member lists, are reevaluated. Chair determines the awardees and presents the awards at the ESA-SEB annual meeting.

Award Procedures at the ESA-SEB Annual Meeting: The awards are presented at the ESA-SEB annual meeting and the recipients are expected to be present to receive the award.

Outstanding Student Display Presentation Award

Southeastern Branch Student Display Awards are given to the M.S. and Ph.D. students who present the best research papers in a display format at the annual Branch meeting. The award is based on both presentation of the display and a written summary. Recipients of the ESA-SEB Outstanding Student Display Presentation Awards each receive \$100 cash and a plaque.

Eligibility: The nominee must be a current ESA-SEB student member pursuing an M.S. or Ph.D. degree in entomology. Application for ESA student membership must have been made prior to January 1 of the year the award is granted. The student must not have graduated more than one year prior to presentation of the award at the annual Branch meeting. An active ESA member returning for graduate study is not eligible. The paper submitted for consideration may not have been submitted for publication in a journal prior to the deadline for submission of the presentation summary.

Applications: The competition is announced annually and every eligible student may submit a paper. There is no limit to the number of students who can be from the same institution. A student may enter only one competition each year. This means that a student may not enter both an oral presentation and a poster competition in the same meeting. Materials for consideration are sent to the ESA-SEB Student Awards Committee Chair.

Evaluation Criteria: The student's display presentation is evaluated by a group of qualified judges according to the following criteria:

1. Design of poster- appearance, effective use of fonts, color, illustrations, captures reader's interest.
2. Organization of poster- logical flow of information, easy to read and assimilate.
3. Quality of graphics- appropriate and effective use of space, coordination of text and illustrations.
4. Research problem- Originality and importance, rigor of experimentation.
5. Outcome of research- conclusive results, appropriate summary, high impact.

Committee Procedures: Chair works with the judges at the ESA-SEB annual meeting to determine awardees for the Outstanding M.S. and Ph.D. Student Display Presentations. Judges evaluate individually student performance and each submits a ranked list of students and associated evaluations to the Student Awards Committee Chair. If there is no clear awardee for an award, the two top-ranked students, as averaged from

the Committee member lists, are reevaluated. Chair determines the awardees and presents the awards at the ESA-SEB annual meeting (see Appendix, STUDENT AWARDS COMMITTEE, Attachment 1. Award recipients)

Award Procedures at the ESA-SEB Annual Meeting: The awards are presented at the ESA-SEB annual meeting and the recipients are expected to be present to receive the award.

Guidelines for *Ad Hoc* Committees

1. The establishment of *ad hoc* committees should be considered as needed. The following three *ad hoc* committees have been common in the past.
2. The *ad hoc* By-laws Revisions Committee may be composed of 2-3 members who are responsible for recommending necessary revisions to the Branch By-laws and Constitution, and to assure the proper procedures are followed in enacting these changes. Further, the By-laws Revisions Committee would serve in an advisory role for the Executive Committee regarding matters of By-laws and Constitution compliance, as well as provide some historical reference regarding SEB-ESA governance.
3. The *ad hoc* National Offices Nominating Committee may (recommended) be composed of the President-Elect (Chair) and past Presidents. This committee shall develop a list of potential candidates from the Branch for national ESA offices or Honorary Membership, and collaborate with other Branches to nominate candidates for national ESA offices. The committee is responsible for nominating Representatives to the ESA Governing Board and ESA Certification Board who are elected by the general membership
4. The *ad hoc* Annual Meeting Sponsorship Committee may (recommended) consist of individuals from each state in the Branch who can assist in garnering sponsorship funding in support of the annual meeting. This committee could be formed to assist the host state and encourage regional support. The committee consists of members who have contacts from industry and other sponsors. It is recommended that contact with sponsors occur immediately following the previous year's meeting. All contributions should be made in the form of checks made payable to the ESA-SEB and sent to the Secretary-Treasurer. The Secretary-Treasurer and committee members can decide who is appropriate to write letters of appreciation to the sponsors.

ATTACHMENTS

PRESIDENT

Attachment 1. Suggested Executive Committee meeting agenda

1. Call to order by the President
2. Comments from ESA President
3. Comments from ESA Executive Director
4. Comments from ESA Governing Board Representative
5. Comments from ESA Certification Board Director
6. Reading of the Previous Year's Minutes by the Secretary-Treasurer
7. Committee Reports
Local Arrangements

Meeting Location and Time (one year out)
Meeting Location and Time (two years out)
Program
Member Awards
Student Awards
Nominating
Student Affairs
Membership
Public Relations
Special Committee Reports

7. Treasurer's Report by the Secretary-Treasurer
Budget for previous year
Proposed budget for coming year
Registration fee for next meeting
8. Comments from President-Elect
SEB Guidelines update
Approval of Nominating Committee
9. Other business
SEB nominations for national office
Other issues, as needed

Attachment 2. Suggested Preliminary Business Meeting agenda

1. Call to order by the President
2. Welcome by a local dignitary
3. Announcements
4. Committee Reports (Committee Chairs, Local Arrangements, Program, Public Relations, Nominations)
5. Message from the ESA President
6. Message from the ESA Executive Director
7. Message from the ESA Governing Board Representative
8. Message from the ESA Certification Board Director

Attachment 3. Suggested Awards Luncheon agenda

1. Invocation (moment of silence)
2. Introduction of special guests
3. Member Awards
4. Student Awards
5. Linnaean Games Awards
6. Recognition of SEB President with plaque
7. Other special recognitions or awards
8. Golf Tournament Awards
9. Fun Run Awards
10. Adjourn

Attachment 4. Suggested seating at head table (head table is not required)

President
Past President

National ESA President
ESA-SEB Governing Board Representative
ESA Executive Director
SESA-EB Secretary-Treasurer
ESA-EB President-Elect
Student Awards Committee Chair
Member Awards Committee Chair
Local Arrangements Committee Chair
Linnaean Games Chair
Program Committee Chair
Spouses or other special guests

Attachment 5. Suggested Final Business Meeting agenda

1. Call to order by the President
2. Reading of the previous year's minutes by the Secretary-Treasurer (motion to adopt)
3. Financial Report by the Secretary-Treasurer (motion to adopt)
4. Auditing Committee Report by the Auditing Committee Chair (motion to adopt)
5. Proposed budget for coming year by the Secretary-Treasurer (motion to adopt)
6. Committee reports by the committee chairs
 - Local Arrangements
 - Membership
 - Resolutions
 - Member Awards
 - Student Awards
 - Meeting Location and Time (one year out)
 - Meeting Location and Time (two years out)
 - Special Committee Reports
7. Selection of meeting site for three years out (motion to accept invitation)
8. Report of the Nominating Committee
9. Nominations for national ESA President-Elect
10. Old Business
11. New Business
 - 1) Presentation of plaques (President, Secretary-Treasurer, list others)
 - 2) Presentation of certificates (list)
 - 3) Presentation of the "Kirby Hays" gavel to the incoming President
 - 4) Introduction of committee chairs
 - Local Arrangements Committee
 - Program Committee
 - Nominating Committee
 - Special committees

PAST-PRESIDENTS

1925-26	Hinds, W. E.	1954-55	Bruce, W. G.	1985-86	Bass, M. H.
1926-27	Sherman, F.	1955-56	Young, H. C.	1986-87	Allemann, D. V.
1926-27	Bentley, G. M.	1956-57	Tissot, A. N.	1987-88	Wiseman, B. R.
1927-28	Bentley, G. M.	1957-58	Allen, N.	1988-89	Skelton, T. E.
1928-29	Thomas, F. L.	1958-59	Lincoln, C. G.	1989-90	Todd, J. W.
1929-30	Coad, B. R.	1959-60	Guyton, F. E.	1990-91	Mitchell, E. R.
1930-31	Robinson, J. M.	1960-61	Becnel, I. J.	1991-92	Boethel, D. J.
1930-31	Harned, R. W.	1961-62	Smith, C. N.	1992-93	Herzog, G. A.
1931-32	Harned, R. W.	1962-63	Kowal, R. J.	1993-94	Lynch, R. E.
1932-33	Folsom, J. W.	1963-64	Nettles, W. C.	1994-95	Eger, J. E.
1933-34	Leiby, R. W.	1964-65	Newsom, L. D.	1995-96	Herzog, D. C.
1934-35	Bilsing, S. W.	1965-66	Alden, J. C.	1996-97	Williams, D. F.
1935-36	Lyle, C.	1966-67	Merkel, M. E.	1997-98	Culin, J. D.
1936-37	Anderson, W. E.	1967-68	Roussel, J. S.	1998-99	Johnson, D. R.
1937-38	Dove, W. E.	1968-69	Beckham, C. M.	1999-00	Luttrell, R. G.
1938-39	Eddy, C. O.	1969-70	Morris, S. R.	2000-01	Guillot, F. S.
1939-40	Sharp, O. I.	1970-71	Eden, W. G.	2001-02	Lentz, G.
1940-41	Metcalf, Z. P.	1971-72	Jordan, C. R.	2002-03	Sparks, B. L.
1941-42	Fenton, F. A.	1972-73	Smith, C. F.	2003-04	Williams, M. L.
1942-43		1973-74	Pfrimmer, T. R.	2004-05	Mullen, G. R.
1943-44	Rosewall, O. W.	1974-75	Hays, S. B.	2005-06	Gardner, W. A.
1944-45	Laake, E. W.	1975-76	Canerday, T. D.	2006-07	Sprenkel, R. K.
1945-46	Smith, C. E.	1976-77	Graves, J. B.	2007-08	Harper, J. D.
1946-47	Gaines, R. C.	1977-78	Sparks, A. N.	2008-09	Simmons, A. M.
1947-48	Isley, D.	1978-79	Maxwell, F. G.	2009-10	Braman, S. K.
1948-49	Creighton, J. T.	1979-80	Turnipseed, S. G.	2010-11	Hale, F. A.
1949-50	Dunnam, E. W.	1980-81	Martin, D. F.	2011-12	Leppla, N. C.
1950-51	Ingram, J. W.	1981-82	Paine, J. E.	2012-13	Buntin, G. D.
1951-52	Alden, C. H.	1982-83	Rabb, R. L.	2013-14	Hall, D.
1952-53	Cockerham, K. L.	1983-84	Hays, K. L.	2014-15	Mannion, C.
1953-54	Arant, F. S.	1984-85	Musick, G. J.	2015-16	Hinkle, N.

SECRETARY-TREASURER

Attachment 1. Suggested monthly schedule

March

1. Post the minutes from the previous meeting on the Branch website and at the meeting for membership to review.
2. Request funds reimbursement from ESA Central for the Gast and Hayes awards.
3. Complete the fiscal year financial report and proposed budget to be presented at the Executive Committee Meeting and the Final Business Meeting.
4. Prepare the minutes of the annual meeting and send a copy to each Executive Committee member for approval. Send a copy of the approved minutes to the webmaster for the Branch website.

5. Write letters thanking special program participants and others as instructed by the President or by resolutions.
6. Contact the new President to determine operational policies for the upcoming year.
7. Assist the President, if requested, in the selection of committee chairs and members.
8. Provide list of non-member annual meeting registrants to Membership Committee Chair for follow-up.

April

1. Send a copy of all important correspondence to the President, President-Elect, and appropriate Executive Committee members.

May

1. Maintain contact with the President, Executive Committee members, and committee chairs to provide assistance with Branch business.

July

1. Remind the President to provide a general letter to the membership and have it posted to the Branch website.
2. Remind all committee chairs to provide necessary information for posting on the Branch website.
3. Provide the following information to the Branch webmaster for posting on the website:
 - a. Letter from the SEB President
 - b. List of committees and members
 - c. Form for submission of titles; i.e., call for papers
 - d. Student Symposium announcement
 - e. Hotel reservation information
 - f. Letter of highlights from Local Arrangements Committee
 - g. Associates Programs (if any)
 - h. Photo Salon information (if any)
 - i. Pre-registration forms
 - j. Program Committee information
 - k. Deadline for pre-registration
 - l. Guidelines for PowerPoint submission

August

1. Work with the Program Chair to assist with annual meeting planning.
2. Contact Branch membership via email (ESA Network) regarding the upcoming annual meeting and deadlines.
3. Send \$600 to 1st and 2nd place Linnaean Games teams for travel to national ESA meeting.

October

1. Maintain contact with Local Arrangements Chair regarding hotel site visits and site preparation for the upcoming annual meeting. Discuss the appropriate location for the registration desk and locked storage space for use during the meeting. Also, discuss the need for volunteers at the registration desk. If the Secretary-Treasurer cannot provide volunteers, they will be provided by the Local Arrangement Chair.
2. Provide the Local Arrangements Chair with the budget for local arrangements.
3. Contact branch membership via email (ESA Network) regarding the upcoming annual meeting and deadlines.
4. Ensure that only one name will appear on the master billing account at the hotel. The Secretary-Treasurer is the only person authorized to make charges on the account. Charges by Local Arrangements Committee shall be coordinated through the Secretary-Treasurer.
5. Contact the SEB John Henry Comstock Award winner to provide information on reimbursement for travel expenses to attend the national ESA meeting.

November

1. Contact the Nominating Committee Chair to assure that the ESA National Office receives information on Branch elections and other business that requires the Branch membership to vote. ESA will conduct the voting electronically and provide the results to the Secretary-Treasurer. The Secretary-Treasurer forwards the results to the Nominating Committee Chair.

December

1. Contact Branch membership via email (ESA Network) regarding the upcoming annual meeting and deadlines.
2. Work with ESA Central to get the meeting registration process going. ESA Central will basically run the registration process beginning in January and will forward registration information and funds to you.
3. The Branch President should invite the ESA President, Executive Director, and Board Certification Director to the annual meeting, including the Executive Committee Meeting. The ESA President and Executive Director shall receive a complimentary room, registration, and banquet ticket. Check the Branch budget for any other travel allowances for the ESA President and Executive Director.
4. Attend Branch Officers Meeting at the ESA national meeting.
5. The following are prepared for the meeting:
 - a. ESA membership applications
 - b. Receipts for pre-registration
 - c. Extra programs
 - d. Registration forms
 - e. Name badges and inserts
 - f. Ribbons for the name badges (order locally and obtain extras):

President
 Secretary-Treasurer
 Secretary-Treasurer-Elect
 President-Elect
 Past President

ESA-SEB Representative to the Governing Board
Program Chair
Local Arrangements Chair, plus 5 members or more, including the Associates Program Chair
Executive Committee Members-at-Large
ESA President
ESA Executive Director
Board Certification Director.
Branch Certification Board Representative

January-February

1. Plaques for service and awards should be ordered from a local vendor:

Service

President (this plaque is prepared by ESA Headquarters and brought to the meeting)
Outgoing Secretary-Treasurer (every third year)
Local Arrangements Committee Chair and Co-Chair
Program Committee Chair and Co-Chair
Distinguished Board Certified Entomologist Award

Awards

ESA Award for Excellence in Integrated Pest Management
ESA Recognition Award in Entomology
ESA Distinguished Achievement Award in Teaching
ESA Distinguished Achievement Award in Extension
ESA Distinguished Achievement Award in Horticultural Entomology
ESA Recognition Award in Urban Entomology
John Henry Comstock Award
Kirby L. Hays Memorial Award
Robert T. Gast Award
SEB Student Award
SEB Outstanding Ph.D. Student Display Presentation
SEB Outstanding M.S. Student Display Presentation
SEB Outstanding undergraduate presentation or poster

2. Working with the President, develop a complimentary room list and provide copies to the Local Arrangements Chair and the hotel sales administrator.
3. Finalize accounts for auditing.
4. Contact the Auditing Committee Chair and schedule a time and place for auditing the accounts during the annual meeting.
5. Prepare a tentative budget for the upcoming year for consideration, modification, and approval at the Executive Committee Meeting. Estimate the registration fee required to pay for meeting expenses. Provide sufficient copies of the Secretary-Treasurer's report for distribution at the Executive Committee Meeting and the Final Business Meeting.
6. Prepare an abbreviated financial report and provide sufficient copies at the Executive Committee meeting and the Final Business Meeting.

7. Assist the President with the Preliminary Business Meeting, Awards Luncheon, and other meetings.
8. Record minutes of the Executive Committee and Final Business Meetings.
9. With the Local Arrangements Chair, carefully review the final bill from the hotel and make sure all charges were authorized. If there are unauthorized charges, send the invoices to the appropriate persons for payment to the hotel. Make sure that credit is given for complimentary rooms and that coffee and soft drink charges are correct.
10. The following should be brought to the annual meeting: on-site registration forms, name badges and inserts (pre-registered should be prepared in advance with registration receipt and ribbon, if appropriate), financial reports and records for auditors, cash box (lock all money in hotel safety deposit box), cash for change (\$300-400), letterhead stationery, receipt books, copies of minutes from previous meeting for posting, Constitution and By-laws, correspondence file, site selection file, hotel file, budget for the upcoming meeting, award and service plaques, miscellaneous supplies (staples, stapler, markers, paper, pencils, pens, scissors, thumbtacks, calculator, etc.), computer, printer, label-maker, and extension cords.
11. Contact Student Affairs Committee Chair to be sure that the perpetual Linnaean Games plaque is being transported to the meeting. Awards for the Linnaean Games and Photo Salon are provided by the Student Affairs Committee and paid for by the Secretary-Treasurer.
12. The Program Chair should have 250-300 programs printed and bring them to the meeting for distribution at the registration desk.

Ancillary Duties

1. Circulate information from other Branches or the ESA National Office to SEB Executive Committee members and appropriate committee chairs.
2. Serve as a clearing house for all news releases to the ESA Newsletter and American Entomologist. Also work with the Public Relations Chair on news releases.
3. Route all pertinent mail to appropriate officers or committee chairs.
4. Provide committee chairs with ESA-SEB stationary and ask them to forward unused stationary to the next chair.

PAST SECRETARY-TREASURERS

1974-77	Turnipseed, S. G	1994-97	Luttrell, R. G.
1977-80	Todd, J. W.	1997-03	Sprenkel, R. K.
1981-84	Bass, M. H.	2003-09	Mannion C. M.
1984-88	Adkins, T. R.	2009-12	Hall, D. G.
1988-91	Lynch, R. E.	2012-	Chong, J.-H
1991-94	Herzog, D. C.		

PAST REPRESENTATIVES TO THE ESA GOVERNING BOARD

1974-77	Pfrimmer, T. R.	1996-98	Boethel, D. J.
1977-80	Hayes, S. B.	1998-01	Herzog, G. A.
1980-84	Sparks, A. N.	2001-04	Gardner, W. A.
1984-87	Graves, J. B.	2004-11	Williams, M. L.
1987-90	Kuhr, R. J.	2011-14	Hinkle, N.
1990-93	Wiseman, B. R.	2014-17	Sparks, Jr., A. N.
1993-96	Kennedy, G. G.	2017-	

PAST HISTORIANS

1973-77	Ortell, E.
1978-87	Arant, F. S.
1987-88	Weathersby, A. B.
1988-94	Smith, J. W.
1994-99	Reinecke, J. P.
1999-04	Allemann, D.
2004-12	Allemann, D.
2012-	Alleman. D.
2013-2014	Vacant
2014-2016	Harper, J.

PAST AUDITING COMMITTEES

1986-87 Koehler, P. G. (Chair); Patterson, R. S.; Zungoli, P.
1987-88 Mitchell, E. R. (Chair); Williams, D. F.; Chalfant, R. B.
1988-89 Anderson, T. E. (Chair); Cooksey, L. M.; Moherek, E. H.
1989-90 McCutcheon, G. S. (Chair); Price, I. F.; Weeks, J. R.
1990-91 Herzog, D. C. (Chair); Manley, D. G.; Henry, L. G.
1991-92 Lambert, L. (Chair); Zungoli, P.; Sorenson, K. A.
1992-93 Zehnder, G. W. (Chair); Carpenter, J. E.; Reagan, T. E.
1993-94 Sparks, B. (Chair); Fescemyer, H. W.; Guillot, F. S.
1994-95 Guillot, F. S. (Chair); Funderburk, J. E.; Lencse, R. J.
1995-96 Lynch, R. E. (Chair); Braman, S. K.; Mannion, C. M.
1996-97 Parkman, P. J. (Chair); Valles, S. M.; Sprenkel, R. K.
1997-98 Lynch, B. (Chair); Parkman, P.; Lockley, T.
1998-99 Herzog, D. (Chair); Klein, C.; Parkmon, P.
1999-00 Sullivan, M. (Chair)
2000-01 Johnson, D. R. (Chair); Lynch, B.; Guillot, F.
2001-02 Guillot, F. (Chair); Luttrell, R.
2002-03 Mannion, C. (Chair); Braman, K.; Lentz, G.
2003-04 Sprenkel, R. K. (Chair); Johnson, D. R.; Thomas, Ellen
2004-05 Sprenkel, R. K. (Chair); Johnson, D. R.; Thomas, Ellen
2005-06 Hinkle, N. (Chair); Zungoli, P.
2006-07 Luttrell, R. (Chair); Graham, C.; Sparks, A.
2007-08 Graham, C. (Chair); Held, D.; Lambert, K.

2008-09 Held, D. (Chair); Hall, D. G.; Mannion, C.
2009-10 Held, D. (Chair); Mannion, C.; Buntin, D.
2010-11 Mannion, C. (Chair); Ring, D.; Buntin, D.
2011-12 Ring, D. (Chair); Chong, J.C.
2012-13 Mannion, C.; Hix, R.; Chong, J.C.
2013-14 Hix, R. (Chair)
2014-15 Hix, R. (Chair)
2015-16

PAST COMMITTEES ON BOARD CERTIFICATION

1993-94 Lambent, H. C. (Chair); Manley, D. G.; Levy, R.; Cilek, J. E.
1994-95 Manley, D. G. (Chair); Levy, R.; Cilek, J. E.; Harlan, D. P.
1995-96 Harlan, D. P. (Chair); Kendall, K. H.; Sparks, B.; Wiseman, B. R.
1996-97 Sparks, B. (Chair); Kendall, K. H.; Wiseman, B. R.; Nelson, C. H.
1997-98 Sparks, B. (Chair); Kendall, K. H.; Wiseman, B. R.; Nelson, C. H.
1998-99 Sparks, B. (Chair); Nelson, C.; Harlan, D.; Brandenburg, R.
1999-00 Harlan, D. (Chair); Brandenburg, R.
2000-01 Harlan, D. (Chair); Brandenburg, R.; Leppla, N.
2001-04 Allemann, D. (Chair); Leppla, N. C.
2005-06 Brandenburg, R. (Chair); Ring, D.; Rutledge, R.C.
2006-07 Brandenburg, R. (Chair); Ring, D.; Rutledge, R.C.
2007-08 Brandenburg, R. (Chair); Loftin, K.; Ring, D.; Rutledge, R. C.
2008-09 Rutledge-Connelly, R. (Chair); Loftin, K.; Ring, D.; Cilek, J.
2009-10 Connelly, C. R. (Chair); Cilek, J.; Ring, D.
2010-11 Connelly, C. R. (Chair); Cilek, J.; Ring, D.; Highland, H. B.
2011-12 Connelly, C. R. (Chair); Highland, H. B.
2012-13 Ring, D. (Chair)
2013-14 Ring, D. (Chair)
2014-15 Ring, D. (Chair)
2015-16

PAST EDUCATION COMMITTEES

2002-03	Culin, J. Kuhr, R. Riley, T.	Braman, S. K. Vail, K. Williams, M. R.	Manley, D. Shanklin, D. Zenger, J.	Hall, D. Matthews, R.
2003-04	Williams, M. R. (Chair)	Culin, J.		
2004-05	Williams, M. R. (Chair)	McKay, T.	Culin, J.	Jenkins, T.
2005-06	Williams, M. R. (Chair)	McKay, T.	Simmons, A. M.	Meyer, J.
2006-07	Jenkins, T. (Chair)	McKay, T.	Simmons, A. M.	Meyer, J.
2007-08	Luttrell, R. (Co-Chair)	Culin, J. (Co-Chair)	Simmons, A. M.	Meyer, J.
2009-10	Zungoli, P. (Chair)	Culin, J.	Luttrell, R.	Jenkins, T.

2010-11	Jenkins, T. (Chair)	Zungoli, P.	Ottea, J.	Liburd, O.
2011-12	Jenkins, T. (Chair)	Ottea, J.	Liburd, O.	
2012-13	Jenkins, T. (Chair)	Ottea, J.	Liburd, O.	
2013-14	Ottea, J.	Liburd, O.	Cruz, M. S	Dossey, A.
2014-15	Shockley, M.	Liburd, O.	Kakkar, G.	Dossey, A.
2015-16				

LOCAL ARRANGEMENTS COMMITTEE

Attachment 1. Meetings, functions, and other activities

Registration Area:

Tables (3) for registration process with computers and printers.
Table for ESA National Office and Board Certification.
Message and announcements Board.
Sufficient registration line space so that traffic flow is not obstructed.
Access to a storage room.

Business Meetings

Executive Committee Meeting.
Preliminary Business Meeting and Plenary Session.
Final Business Meeting.

Special Functions

Poster Session	Board Certification Dutch-Treat Luncheon
Linnaean Games	or Dinner (if desired)
Mixer	Break Area(s)
Awards Luncheon	Extra Exhibitor Space
Past President's Breakfast	Special Mixer/Hospitality

Committee Meetings/Functions

Nominating Committee ballot counting
Auditing Committee
Student Affairs Committee
Student Awards Committee
Department Administrators Meeting
Resolutions Committee

Other Activities

Audio-visual and slide preview
Job placement

PAST LOCAL ARRANGEMENTS COMMITTEES

- 1982-83** Johnson, D. R. (Chair); Watson, R. L.; Lloyd, R. A.; Tucker, M. C.; Musick, G. J.
1983-84 Pollet, D. K. (Chair); Bordes, E. S.; Anderson, T. E.; Carner, G. R.
1984-85 Carver, G. R. (Chair); Alverson, D.; Gorsuch, C. S.; Grant, J. F.; Sieburth, P. J.
1985-86
1986-87 Hays, D. B. (Chair); Davis, F. M.; Hatfield, L. D.; Helms, T. J.; Moore, S. T.; O'Leary, P. R.
1987-88 Kuhr, R. J. (Chair); Brandenburg, R. L.; Southern, P. S.; DeAngelis, J. D.; Wilson, K. G.;
Dickerson, W. A.; Suggars, A. L.
1988-89 Yanes, J. (Chair); Gerhardt R. R.; Bidlack, D. S.; Caron, R. E.; Cooper, M. E.
1989-90 Habeck, D. H. (Chair); Eger, J. E.; Pettitt, F. L.; White, A. C.; Knapp, J. L.
1990-91 Williams, M. L. (Chair); Appel; A. G.; Mack, T. P.; Smith, R. H.; Braxton, W. M.
1991-92 Leesch, J. (Chair); French, F. E.; Arthur, F. H.; Mullen, M.; Zettler, J. L.
1992-93 Johnson, D.R. (Chair); Yearian, W. C.; Watson, R.; Harlan, D. P.; Bernhardt, J. L.;
Hackworth, H.M.; Studebaker, G. E.; Lorenz, G.; Lencse, R. J.
1993-94 Johnson, S.J. (Chair); Story, R.; Baldwin, J. L.; Boyd, M. L.; Donaldson, F. S.; Danka, R. G.
1994-95 Simmons, A.M. (Chair); Roof, M.; van Giessen, W.; Chapin, J. W.; Muckenfuss, A.; Kahvowitz, K.
1995-96 Collison, C.H. (Chair); Hardee, D. D.; Layton, M. B.; Ramaswamy, S. B.; Mauldin, J. K.; Brown, R. L.
1996-97 Harper, J.D. (Chair); Walgenbach, J. F.; Brandenburg, R. L.; Apperson, C. S.; Trexler, J.;
Apperson, C.; O'Leary, P. F.; Allemann, D. V.; Brooks, W. M.; Kuhr, R. J.; Kuhr, M.
1997-98 Grant, J. (Chair); Gerhardt, R.; Parkman, P.; Mannion, C.; Simmons, A. M.; Youmans, C.; Sudbrink,
D.; Gibbs, M.; Grant, V.; Southards, H.; Southards, C.
1998-99 Peterson, L. (Chair); Funderburk, J.; Tippings, C.; Eger, J.; Griffith, K.; Stavisky, J.; Peterson, J.;
Smith, L.; McPherson, S.
1999-00 Williams, M. (Chair); Appel, A.; Cupp E.; Taylor, D.; Willams, C.; Griggs, N.; Appel, K.
2000-01 Riley, D (Chair; Greene, J.; Noblet, R.; Hudson, R.; Dutcher, J.; All, J.; Diffie, S.; McPherson, S.;
Young, H.; Riley, A.
2001-02 Lorenz, G. (Co-Chair); French, N.; Ihrig, R.; Luttrell, R.; Johnson, D. (Co-Chair); Greene, J.;
Kring, T.; Shanklin, D.; Harlan, D.; Lofkin, K.; Studebaker, G.; Hopkins, J.
2002-03 Johnson, S. (Chair); Bagwell, R.; Hammond, A.; Ring, D.; Clayton, S.; Hammond, L.; Story, S.;
Cline, A.; Leonard, R.; Stout, M.
2003-04 Culin, J. (Chair); Benson, E.; Jackson, M. D.; Zungoli, P.; Chapin, J.; Simmons, A. M.
2004-05 Collison, C. (Chair); Williams, M. R.; Catchot, A.; Gore, J.; Knighten, K.; Mullins, W.; Mulrooney, J.;
Perrigin, B.; Southern, S.; Collison, S.; Williams, J.
2005-06 Southern, S. (Chair); Harper, J.; Bacheler, J.; Abney, M.; Bertone, M.; Brandenburg, R.; Watson, W.;
Vargo, E.; Tarp, D.; Southern, L.; Wiegmann, B.; O'Leary, P.
2006-07 Grant, G. (Chair); Hale, F.
2007-08 Hodges, A (Chair); Brambila, J.; Buss, E.; Leppla, N.; Egar, J.; Goyal, G.; Hix, R.; Meagher, R.
2008-09 Appel, A. (Co-Chair); Fadamiro, H.; Ward, R.; Phillips, A.; Williams, M. (Co-Chair); Graham, L.;
Williams, C. (Associates Program); Mannion, C. (Ex-Officio)
2009-10 Sparks, A. (Chair); Gardner, W.; Nyoike, T.; Roberts, P.; Hall, D. (Ex-Officio)
2010-11 Giray, T. (Co-Chair) Cruz, S.; Trinidad-Perez, J.; Franqui, R.; Simmons, A. (Co-Chair); Jenkins, D. A.;
Segarra (PR); Ramizez Lluch, A.; Rodrigues, J. (Co-Chair); Rivera-Marchand, B.; Hall, D. (Ex-
Officio)
2011-12 Wiedenmann, R. (Co-Chair); Ludwig, S. (Co-Chair); Davis, R.; Kring, T.; Mukherjee, A.; Yanoviak, S.
2012-13 Simmons, A. (Chair), Greene, J., Mahroof, R, Mitchell, P., Reay-Jones, F.
2013-14 Simmons, A. (Chair), Bellinger, R., Bensen, E., Greene, J., Mahroof, R, Mitchell, P., Reay-Jones, F.,
Turnbull, M., Zungoli, P., Chong, J., (Ex Officio), Simmons, E. (Chair Associates Program)

2014-15 Musser, F.(Chair), Gore, J., Siebert, M., Karim, S., Knighten, K., Catchot, A., Catchot, B., Guyton, J.,
 Simmons, A.(Ex Officio)

2015-16

MEETING LOCATION AND TIME COMMITTEE

Attachment 1. History and schedule

The Southeastern Branch met jointly with National ESA in 1927, 1935, 1941, 1949, 1957, 1961, 1965, 1970, 1975, 1980, and 1985. Meeting jointly with National ESA was discontinued in 1985. Previous meetings were held in the following states in the indicated years:

AL	AR	FL	GA	LA	MS	NC	PR	SC	TN
			1926						
			1927						1928
1932		1930	1931	1933					1934
1940		1939	1935	1938	1936				1942
				1944					
			1948	1945	1947				
			1952	1949					1951
1957		1955	1956	1953	1954				1959
1961	1965		1960		1963	1964			
1972	1970		1967		1969			1968	
		1978	1973			1975		1977	1974
1982	1983			1984	1980			1985	1979
1991	1993	1990	1992	1994	1987	1988		1995	1989
		1999			1996	1997			1998
2000	2002	2008	2001	2003	2005	2006		2004	2007
2009	2012	2018	2010	2013	2015	2016	2011	2014	2017
2019			2020						

As the Cotton States Branch, this SEB predecessor met in Texas in 1929, 1937, and 1941.

SEB met in San Juan, Puerto Rico jointly with the American Phytopathological Society (Caribbean Division) in 2011.

The current rotational schedule is as follows:

2012	Arkansas	2017	Tennessee
2013	Louisiana	2018	Florida
2014	South Carolina	2019	Alabama
2015	Mississippi	2020	Georgia
2016	North Carolina		

The next rotational schedule is as follows:

2021	Arkansas	2026	Tennessee
2022	Louisiana	2027	Florida
2023	South Carolina	2028	Alabama
2024	Mississippi	2029	Georgia
2025	North Carolina		

MEMBER AWARDS COMMITTEE

Attachment 1. Award evaluation forms

**EVALUATION FORM
ESA-SEB AWARD FOR EXCELLENCE IN INTEGRATED PEST MANAGEMENT**

CANDIDATE: _____

CATEGORY _____

	<u>RATING</u>
1. SIGNIFICANCE OF IPM CONTRIBUTIONS ON WHICH NOMINATION IS BASED	_____
2. QUALITY OF IPM ACCOMPLISHMENTS	_____
3. IMPACT OF ACCOMPLISHMENTS	_____
4. LEVEL OF PROFESSIONAL ACTIVITY	_____
5. PROFESSIONAL PRODUCTIVITY AND RECOGNITION	_____
CUMULATIVE TOTAL:	_____

RATE CANDIDATE ON A SCALE OF 1 TO 5 (1 = POOR; 5 = OUTSTANDING) IN EACH CATEGORY. THE NOMINEE WITH THE HIGHEST CUMULATIVE TOTAL WILL BE THE AWARDEE.

**EVALUATION FORM
ESA-SEB RECOGNITION AWARD IN ENTOMOLOGY**

CANDIDATE: _____

CATEGORY _____

	<u>RATING</u>
1. SIGNIFICANCE OF CONTRIBUTIONS TO AGRICULTURE ON WHICH NOMINATION IS BASED	_____
2. QUALITY OF RESEARCH, EXTENSION OR OTHER ACCOMPLISHMENTS	_____
3. IMPACT OF ACCOMPLISHMENTS ON AGRICULTURAL ENTOMOLOGY	_____
4. LEVEL OF PROFESSIONAL ACTIVITY	_____
5. PROFESSIONAL PRODUCTIVITY AND RECOGNITION	_____
CUMULATIVE TOTAL:	_____

RATE CANDIDATE ON A SCALE OF 1 TO 5 (1 = POOR; 5 = OUTSTANDING) IN EACH CATEGORY. THE NOMINEE WITH THE HIGHEST CUMULATIVE TOTAL WILL BE THE AWARDEE.

EVALUATION FORM
ESA-SEB DISTINGUISHED ACHIEVEMENT AWARD IN TEACHING

CANDIDATE: _____

CATEGORY _____

	<u>RATING</u>
1. SIGNIFICANCE OF TEACHING CONTRIBUTIONS ON WHICH NOMINATION IS BASED	_____
2. QUALITY OF TEACHING ACCOMPLISHMENTS	_____
3. IMPACT OF TEACHING ACCOMPLISHMENTS ON ENTOMOLOGY	_____
4. LEVEL OF PROFESSIONAL ACTIVITY	_____
5. PROFESSIONAL PRODUCTIVITY AND RECOGNITION	_____
 CUMULATIVE TOTAL:	 _____

RATE CANDIDATE ON A SCALE OF 1 TO 5 (1 = POOR; 5 = OUTSTANDING) IN EACH CATEGORY. THE NOMINEE WITH THE HIGHEST CUMULATIVE TOTAL WILL BE THE AWARDEE.

EVALUATION FORM
ESA-SEB DISTINGUISHED ACHIEVEMENT AWARD IN EXTENSION

CANDIDATE: _____

CATEGORY _____

	<u>RATING</u>
1. SIGNIFICANCE OF EXTENSION CONTRIBUTIONS ON WHICH NOMINATION IS BASED	_____
2. QUALITY OF EXTENSION PROGRAM	_____
3. IMPACT OF EXTENSION ACCOMPLISHMENTS ON ENTOMOLOGY	_____
4. LEVEL OF PROFESSIONAL ACTIVITY	_____
5. PROFESSIONAL PRODUCTIVITY AND RECOGNITION	_____
 CUMULATIVE TOTAL:	 _____

RATE CANDIDATE ON A SCALE OF 1 TO 5 (1 = POOR; 5 = OUTSTANDING) IN EACH CATEGORY. THE NOMINEE WITH THE HIGHEST CUMULATIVE TOTAL WILL BE THE AWARDEE.

**EVALUATION FORM
ESA-SEB DISTINGUISHED ACHIEVEMENT AWARD IN HORTICULTURAL
ENTOMOLOGY**

CANDIDATE: _____

CATEGORY _____

	<u>RATING</u>
1. SIGNIFICANCE OF HORTICULTURAL ENTOMOLOGY CONTRIBUTIONS ON WHICH NOMINATION IS BASED	_____
2. QUALITY OF HORTICULTURAL ENTOMOLOGY ACCOMPLISHMENTS	_____
3. IMPACT OF ACCOMPLISHMENTS ON ENTOMOLOGY	_____
4. LEVEL OF PROFESSIONAL ACTIVITY	_____
5. PROFESSIONAL PRODUCTIVITY AND RECOGNITION	_____
 CUMULATIVE TOTAL:	 _____

RATE CANDIDATE ON A SCALE OF 1 TO 5 (1 = POOR; 5 = OUTSTANDING) IN EACH CATEGORY. THE NOMINEE WITH THE HIGHEST CUMULATIVE TOTAL WILL BE THE AWARDEE.

EVALUATION FORM
ESA-SEB DISTINGUISHED ACHIEVEMENT AWARD IN URBAN ENTOMOLOGY

CANDIDATE: _____

CATEGORY _____

	<u>RATING</u>
1. SIGNIFICANCE OF URBAN ENTOMOLOGY CONTRIBUTIONS ON WHICH NOMINATION IS BASED	_____
2. QUALITY OF URBAN ENTOMOLOGY ACCOMPLISHMENTS	_____
3. IMPACT OF ACCOMPLISHMENTS	_____
4. LEVEL OF PROFESSIONAL ACTIVITY	_____
5. PROFESSIONAL PRODUCTIVITY AND RECOGNITION	_____
 CUMULATIVE TOTAL:	 _____

RATE CANDIDATE ON A SCALE OF 1 TO 5 (1 = POOR; 5 = OUTSTANDING) IN EACH CATEGORY. THE NOMINEE WITH THE HIGHEST CUMULATIVE TOTAL WILL BE THE AWARDEE.

EVALUATION FORM
ESA-SEB DISTINGUISHED SERVICE AWARD TO THE CERTIFICATION PROGRAM

CANDIDATE: _____

CATEGORY _____

	<u>RATING</u>
1. SIGNIFICANCE OF CONTRIBUTIONS TO THE CERTIFICATION PROGRAM ON WHICH NOMINATION IS BASED	_____
2. QUALITY OF CERTIFICATION PROGRAM ACCOMPLISHMENTS	_____
3. IMPACT OF ACCOMPLISHMENTS ON ENTOMOLOGY	_____
4. LEVEL OF PROFESSIONAL ACTIVITY	_____
5. PROFESSIONAL PRODUCTIVITY AND RECOGNITION	_____
 CUMULATIVE TOTAL:	 _____

RATE CANDIDATE ON A SCALE OF 1 TO 5 (1 = POOR; 5 = OUTSTANDING) IN EACH CATEGORY. THE NOMINEE WITH THE HIGHEST CUMULATIVE TOTAL WILL BE THE AWARDEE.

**EVALUATION FORM
ESA-SEB RECOGNITION AWARD IN INSECT PHYSIOLOGY,
BIOCHEMISTRY & TOXICOLOGY**

CANDIDATE: _____

CATEGORY _____

	<u>RATING</u>
1. SIGNIFICANCE OF RESEARCH CONTRIBUTION ON WHICH NOMINATION IS BASED	_____
2. QUALITY OF RESEARCH ACCOMPLISHMENTS	_____
3. IMPACT OF RESEARCH ON ENTOMOLOGY	_____
4. LEVEL OF PROFESSIONAL ACTIVITY	_____
6. PROFESSIONAL PRODUCTIVITY AND RECOGNITION	_____
 CUMULATIVE TOTAL:	 _____

RATE CANDIDATE ON A SCALE OF 1 TO 5 (1 = POOR; 5 = OUTSTANDING) IN EACH CATEGORY. THE NOMINEE WITH THE HIGHEST CUMULATIVE TOTAL WILL BE THE AWARDEE.

Attachment 2. Past Member Award Recipients

ESA-SEB Award for Excellence in Integrated Pest Management

- 1983 J. R. Phillips AR, Fayetteville
- 1984 G. G. Kennedy NC, Raleigh
- 1985 R. E. Bry GA, Savannah
- 1986 M. L. Laster MS, Stoneville
- 1987 J. B. Graves LA, Baton Rouge
- 1988 J. C. Moser LA, Pineville
- 1989 B. R. Wiseman GA, Tifton
- 1989 J. B. Graves LA, Baton Rouge
- 1990 J. H. Tumlinson FL, Gainesville
- 1991 S. S. Quisenberry LA, Baton Rouge
- 1992 T. E. Reagan LA, Baton Rouge
- 1993 R. C. Axtell NC, Raleigh
- 1994 [No award presented]
- 1995 [Candidate from 1994 resubmitted to synchronize SEB with National Society]
- 1996 F. Gould NC, Raleigh
- 1997 G. Zehnder AL, Auburn
- 1998 B. M. Shepard SC, Charleston
- 1999 R. G. Luttrell MS, Mississippi State
- 2000 D. C. Steinkraus AR, Fayetteville
- 2001 D. M. Jackson SC, Charleston
- 2002 D. J. Schuster FL, Bradenton
- 2003 [No award presented]
- 2004 R. E. Stinner NC, Raleigh
- 2005 J. F. Walgenbach NC, Raleigh
- 2006 N. C. Leppla FL, Gainesville
- 2007 D. T. Johnson AR, Fayetteville
- 2008 O. E. Liburd FL, Gainesville
- 2009 T. J. Kring AR, Fayetteville
- 2010 J. R. Ruberson GA, Tifton
- 2011 H. Y. Fadamiro AL, Auburn; A. M. Simmons SC, Charleston
- 2012 D. Shapiro-Ilan GA, Byron
- 2013 F. Huang, LA
- 2014 J. Legaspi, FL
- 2015 M. Toews, GA, Tifton

ESA-SEB Recognition Award in Entomology

- 1983 N. P. Tugwell AR, Fayetteville
- 1984 D. A. Dame FL, Gainesville
- 1985 A. L. Hopkins SC, Florence
- 1986 R. C. Axtell NC, Raleigh
- 1987 R. C. Axtell NC, Raleigh
- 1988 J. G. Leesch GA, Savannah
- 1989 J. W. Snow GA, Byron
- 1991 R. T. Mayer FL, Orlando
- 1992 W. J. Schroeder FL, Orlando
- 1993 J. W. Todd GA, Tifton
- 1994 H. N. Pitre MS, Mississippi State

1995 [Candidate from 1994 resubmitted to synchronize SEB with National Society]
1996 F. M. Davis MS, Mississippi State
1997 G. G. Kennedy NC, Raleigh
1998 [No award presented]
1999 [No award presented]
2000 D. D. Hardee MS, Stoneville
2001 [No award presented]
2002 J. W. Van Duyn NC, Raleigh
2003 [No award presented]
2004 L. D. Foil LA, Baton Rouge
2006 G. D. Buntin GA, Griffin
2007 [No award presented]
2008 [No award presented]
2009 J. N. All GA, Athens
2010 R. McPherson GA, Tifton
2011 S. M. Valles FL, Gainesville; W. Hunter FL, Ft. Pierce
2012 B. R. Leonard LA, Baton Rouge
2013 [No award presented]
2014 [No award presented]
2015 C. E. Carlton LA

ESA-SEB Distinguished Achievement Award in Teaching

1984 H. W. Chambers MS, MS State
1985 R. W. Matthews GA, Athens
1986 J. H. Oliver, Jr. GA, Statesboro
1987 J. R. Strayer FL, Gainesville
1988 T. J. Riley LA, Baton Rouge
1989 G. R. Mullen AL, Auburn
1990 M. V. Meisch AR, Fayetteville
1991 [No award presented]
1992 C. G. Wright NC, Raleigh
1993 J. N. All GA, Athens
1994 J. D. Culin SC, Clemson
1995 [Candidate from 1994 resubmitted to synchronize SEB with National Society]
1996 D. W. Hall FL, Gainesville
1997 K. E. Espelie GA, Athens
1998 R. J. Kuhr NC, Raleigh
1999 [No award presented]
2000 J. T. Ambrose NC, Raleigh
2001 J. W. Brewer AL, Auburn University
2002 J. R. Meyer NC, Raleigh
2003 J. F. Grant TN, Knoxville
2004 C. E. Sorenson NC, Raleigh
2005 P. Zungoli SC, Clemson
2006 J. McHugh GA, Athens
2007 [No award presented]
2008 P. L. Lambdin TN, Knoxville
2009 T. E. Reagan LA, Baton Rouge
2010 D. Champagne GA, Athens
2011 T. McKay AR, Fayetteville
2012 L. Hooper-Bai LA, Baton Rouge

2013 D. P. Batzer, GA, Athens
2014 G. Mbata, GA, Fort Valley
2015 [No award presented]

ESA-SEB Distinguished Achievement Award in Extension

1983 V. R. Coleman GA, Athens
1984 H. C. Ellis GA, Tifton
1985 J. W. Van Duyn NC, Raleigh
1986 J. W. Van Duyn NC, Raleigh
1988 C. S. Gorsuch SC, Clemson
1989 P. P. Cobb AL, Auburn
1990 J. B. Kissam SC, Clemson
1991 F. A. Johnson FL, Gainesville
1992 W. R. A. Lambert GA, Tifton
1993 P. G. Koehler FL, Gainesville
1994 P. S. Southern NC, Raleigh
1995 [Candidate from 1994 resubmitted to synchronize SEB with National Society]
1996 R. L. Brandenburg NC, Raleigh
1997 J. F. Walgenbach NC, Fletcher
1998 J. Bacheler NC, Raleigh
1999 D. Pollet LA, Baton Rouge
2000 M. R. Williams MS, Mississippi State
2001 R. H. Smith AL, Auburn University
2002 K. A. Sorenson NC, Raleigh
2003 S. J. Toth, Jr. NC, Raleigh
2004 E. P. Benson NC, Raleigh
2005 D. R. Ring LA, Baton Rouge
2006 K. Douce GA, Tifton
2007 F. Oi FL, Gainesville
2008 P. Roberts GA, Tifton
2009 A. Sparks, Jr. GA, Tifton
2010 D. Horton GA, Athens
2011 K. S. Delaplane GA, Athens
2012 A. M. Hodges FL, Gainesville
2013 A. Catchot MS
2014 G. Lorenz AR
2015 W. Hudson GA, Athens

ESA-SEB Distinguished Achievement Award in Regulatory Entomology

1983 H. B. Jackson SC, Clemson
1984 H. B. Jackson SC, Clemson
1985 J. D. Coley MS, Starkville
1986 L. H. Senn SC, Clemson
1991 H. M. Singletary NC, Raleigh
1992 [No award presented]
1993 [No award presented]
1994 W. A. Dickerson NC, Raleigh
1997 T. N. Hardy LA, Baton Rouge
1998 [No award presented]
1999 [No award presented]

2000 [No award presented]
2001 [No award presented]
2002 [No award presented]
2003 [No award presented]
2004 M. L. Grodner LA, Baton Rouge
2005 [No award presented]
2006 [No award presented]
2007 [No award presented, changed to Award in Horticultural Entomology]

ESA-SEB Distinguished Achievement Award in Horticultural Entomology (Replaced the Distinguished Achievement Award in Regulatory Entomology)

2008 [No award presented]
2009 S. K. Braman GA, Griffin
2010 A. Hammond LA, Baton Rouge
2011 G. Nuessly FL, Belle Glade
2012 E. A. Buss FL, Gainesville
2013 O. Liburd FL
2014 S. Frank NC
2015 [No award presented]

ESA-SEB Distinguished Achievement Award in Urban Entomology

1990 R. D. Oetting GA, Griffin
1991 C. G. Wright NC, Raleigh
1992 R. S. Patterson FL, Gainesville
1993 A. G. Appel AL, Auburn
1994 H. L. Collins MS, Gulfport.
1995 [Candidate from 1994 resubmitted to synchronize SEB with National Society]
1996 A. G. Appel AL, Auburn
1997 [No award presented]
1998 D. Williams FL, Gainesville
1999 C. Schal NC, Raleigh
2000 [No award presented]
2001 Nan-Yao Su FL, Ft. Lauderdale
2002 R. L. Brandenburg NC, Raleigh
2003-04 [No award presented]
2005 E. P. Benson SC, Clemson
2006 E. Vargo NC, Raleigh
2007 R. H. Scheffrahn FL, Ft. Lauderdale
2008 A. G. Appel AL, Auburn
2009 E. Thoms FL, Gainesville
2010 D. Suiter GA, Griffin
2011 C. Husseneder LA, Baton Rouge; B. T. Forschler GA, Athens
2012 G. R. Henderson LA, Baton Rouge
2013 J. Silverman, NC
2014 N. Hinkle, GA
2015 K. Vail, TN

ESA-SEB Distinguished Service Award to the Certification Program

ESA-SEB Recognition Award in Insect Physiology, Biochemistry & Toxicology

1999 S. B. Ramaswamy MS, Mississippi State
2000 A. C. Cohen MS, Mississippi State
2001 R. M. Roe NC, Raleigh
2002-04 [No award presented]
2005 C. Schal NC, Raleigh
2006 [No award presented]
2007 [No award presented]
2008 J. L. Jurat-Fuentes TN
2009 G. Henderson LA, Baton Rouge
2010 M. Strand GA, Athens
2011 D. Borovsky FL, Vero Beach
2012 J. Hillyer TN, Nashville
2013 P. E. A. Teal FL, Gainesville
2014 F. Goggin AR
2015 M. Brown GA, Athens

PAST MEMBER AWARDS COMMITTEES

1986-87 Riley, T. J. (Chair); Campbell, W. V.; Hay, S. B.; Henry, H. M.; Mitchell, E. R.; Pfrimmer, T. R.; Phillip, J. R.; Smith, R. H.
1987-88 Norment, B. (Chair); Pless, C. D.; VanDuyn, J. W.; Harlan, D.; Lewis, W. J.; Strayer, J. R.; Foil, L. D.
1988-89 Harlan, D. (Chair); Lewis, W. J.; Strayer, J. R.; Foil, L. D.; Henry, L. H.; Johnson, D. R.; Patterson, K.
1989-90 Foil, L. D. (Chair); Lewis, W. J.; Strayer, J. R.; Henry, L. H.; Johnson, D. R.; Patterson, K.; Hardee, D. D.; Singletary, H. M.
1990-91 Patterson, K. (Chair); Henry, L. H.; Johnson, D. R.; Hardee, D. D.; Singletary, H. M.; McVay, J. R.; Habeck, D. H.
1991-92 Hardee, D. D. (Chair); Singletary, H. M.; McVay, J. R.; Habeck, D. H.; Majure, K.; McPherson, R. M.
1992-93 McVay, J. R. (Chair); Habeck, D. H.; Majure, K.; McPherson, R. M.; Dickerson, W. A.; McKibben, G.
1993-94 McPherson, R. M. (Chair); Majure, K.; Dickerson, W. A.; McKibben, G.; Gorsuch, C. S.; Mullen, G. R.
1994-95 Dickerson, W. A. (Chair); McKibben, G.; Gorsuch, C. S.; Mullen, G. R.; Brown, S. L.; Johnson, S. J.
1995-96 Gorsuch, C. S. (Chair); Mullen, G. R.; Brown, S. L.; Johnson, S. J.; Highland, H. B.; Reagan, T. E.
1996-97 Johnson, S. J. (Chair); Brown, S. L.; Highland, H. B.; Reagan, T. E.; Burns, E.; Vail, K. M.
1997-98 Reagan, E. (Chair); Highland, B.; Burris, E.; Vail, K.; Felton, G.; Leibe, G.
1998-99 Burris, E. (Chair); Vail, K.; Felton, G.; Leibe, G.; Brown, S.; Seward, R.
1999-2000 Leibe, G. (Chair); Felton, G.; Brown, S.; Seward, R.; Shepard, M.; Streett, D.
2000-01 Leibe, G. (Chair); Mascarenhas, R.; Seward, R.; Prowell, D.; Streett, D.; Shepard, M.
2001-02 Streett, D. (Chair); Apperson, C.; Mascarenhas, R.; Shepard, M.; Mannion, C.; Prowell, D.
2002-03 Powell, D. (Chair); Apperson, C.; Mannion, C.; Roberts, P.; Johnson, D. T.; Mascarenhas, R.
2003-04 Johnson, D. T. (Chair); Apperson, C.; Mannion, C.; Roberts, P.
2004-05 Johnson, D. T. (Chair); Roberts, P.; Hodges, A.; Toth, S.; Brewer, W.; Murphee, C. S.
2005-06 Hodges, A. (Chair); Toth, S.; Brewer, W.; Murphee, C. S.; Boyd, D.; Bernhardt, J. L.
2006-07 Boyd, D. (Chair); Bernhardt, J. L.; Hall, D. G.; Leonard, B. R.; Brewer, W.; Murphee, C. S.
2007-08 Boyd, D. (Chair); Bernhardt, J. L.; Hall, D. G.; Leonard, B. R.; Riley, D.; Ward, K.
2008-09 Leonard, B. R. (Chair); Bernhardt, J. L.; Hall, D. G.; Riley, D.; Ward, K.; Riddick, E.
2009-10 David Riley (Chair); Thoms, E.; Riddick, E.; Goggins, F.; Kidd, K.; Ward, K.

2010-11 Riddick, E. (Chair); Liu, N.; Wiggins, G.; Thoms, E.; Goggins, F.; Kidd, K.
2011-12 Kidd, K. (Chair); Liu, N.; Wiggins, G.; Thoms, E.; Cornelius, M.; Jenkins, D
2012-13 Wiggins, G. (Chair); Liu, N.; Cornelius, M.; Jenkins, D.; Cruz, M.S.; Realy-Jones, F.; Kidd, K. (Ex Officio)
2013-14 Shockley, M.(Chair); Jenkins, D.; Realy-Jones, F.;Samuel-Foo, M.; Stansly, P.; Meszaros, A.; Wiggins, G. (Ex Officio)
2014-15 Samuel-Foo, M. (Chair); Realy-Jones, F.; Stansly, P.; Meszaros, A.; Thomas, S.; Kurtz, R.; Shockley, M.(Ex Officio)
2015-16

PAST MEMBERSHIP COMMITTEE

1982-83 Lambert, L. (Chair); Williams, M. L.; Todd, J. W.; White, A. C.; Adkins, T. R.; Reagan, T. E.; Yearian, W. C.; Caron, R. E.; Moore, H. B.; Luttrell, R. G.
1983-84 Lambert, L. (Chair); Williams, M. L.; Dutcher, J. D.; Shankland, D. L.; Kissam, J. B.; Foil, L. D.; Yearian, W. C.; Caron, R.; Axtell, R. C.; Luttrell, R. G.
1984-85 White, A. C. (Chair); Dutcher, J. D.; Brown, R. L.; Cruz, C.; Estes, P.; Goyer, R. A.; Johnson, D. R.; Kennedy, G. G.; Pless, C. D.; Skelton, T. E.
1985-86 White, A. C. (Chair); Isenhour, D. J.; Pless, C. D.; Bradley, J. R.; Byford, R. L.; Gorsuch, C. S.; Habeck, D. H.; Mack, T. P.; Pitre, H. N.; Young, S. Y.
1986-87 White, A. C. (Chair)
1987-88 Isenhour, D. J. (Chair); Bradley, J. R.; Byford, R. L.; Habeck, D. H.; Mack, T. P.; Pitre, H. N.; Johnson, S. J.; Buntin, G. D.; Culin, J. D.; Grant, J. F.
1988-89 Isenhour, D. J. (Chair); Bradley, J. R.; Byford, R. L.; Habeck, D. H.; Mack, T. P.; Pitre, H. N.; Johnson, S. J.; Buntin, G. D.; Culin, J. D.; Grant, J. F.
1989-90 Isenhour, D. J. (Chair); Story, R. N.; Buntin, G. D.; Culin, J. D.; Grant, J. F.; McVay, J. R.; Johnson, F. A.; Hamer, J. L.; Young, S. Y.; Linker, H. M.
1990-91 Story, R. N. (Chair); Grant, J. F.; McVay, J. R.; Johnson, F. A.; Hamer, J. L.; Young, S. Y.; Linker, H. M.; Pair, S. D.; Durant, J. A.
1991-92 Story, R. N. (Chair); Grant, J. F.; Hamer, J. L.; Young, S. Y.; Linker, H. M.; Durant, J. A.; Sparks, B.; Benson, E. P.; Leibee, G. L.; Gallardo, F.
1992-93 Story, R. N. (Chair); Grant, J. F.; Durant J. A.; Sparks, B.; Benson, E. P.; Leibee, G. L.; Gallardo, F.; Reed, J. T.; Felton, G. W.; Meyer, J. R.
1993-94 Barbour, J. D. (Chair); Benson, E. P.; Leibee, G. L.; Gallardo, F.; Reed, J. T.; Felton, G. W.; Meyer, J. R.; Gerhardt, R. R.; Chapin, J. W.; Hudson, R.
1994-95 Barbour, J. D. (Chair); Reed, J. T.; Felton, G. W.; Meyer, J. R.; Gerhardt, R. R.; Chapin, J. W.; Hudson, R.; Peterson, L. G.; Weeks, J. R.; Rosario, C.
1995-96 Barbour, J. D. (Chair) ; Gerhardt, R. R.; Chapin, J. W.; Hudson, R. R.; Peterson, L. G.; Weeks, J. R.; Rosario, C. ; Caprio, M. A.; Steelman, C. D.; Barbercheck, M. E.
1996-97 Weeks, J. R. (Chair); Peterson, L. G.; Rosario, C.; Caprio, M. A.; Steelman, C. D.; Barbercheck, M. E.; Hammond, A. M.; Parkman, P. J.; Manley, D. G.; Sheppard, D. C.
1997-98 Manley, D. E. (Chair); Steelman, D.; Barbercheck, M.; Hammond, A.; Parkman, P.; Pena, J.; Sheppard, C.; Flanders, K.; Caprio, M. A.; Rawlins, S.
1998-99 Manley, D. E. (Chair); Hammond, A. M.; Parkman, J. P.; Sheppard, C.; Flanders, K.; Pena, J.; Rawlins, S.; Layton, B.; Shanklin, D.; Sorenson, C.
1999-2000 McPherson, B (Chair); Flanders, K.; Stout; Rawlins, S.; Parkman, P.; Layton, B.; McCutcheon, G.; Shanklin, D.; Pena, J.; Sorenson, C.
2000-01 McPherson, B. (Chair); Flanders, K.; Rawlins, S.; Layton, B.; Shanklin, D.; Sorenson, C.; Stout, M.; Parkman, P.; McCutcheon, G.; Webb, S.
2001-02 McPherson, B. (Chair); Stout, M.; McCutcheon, G.; Parkman, P.; Webb, S.; Ward, K.; Caprio, M.
2002-03 Webb, S. (Chair); Caprio, M.; Roof, M.; Ward, K.; Grant, J.; Roof, M.; Ward, R.

2003-04 Caprio, M. (Chair); Grant, J.; Roof, M.; Ward, R.; Roof; Pollett, D.
2004-05 Grant, J. (Chair); Casey, C.; Goggin, F.; Castro, B.; Vogt, J.T.; Ward, R.; Riley, D.; Roof, M.; Oi, F.
2005-06 Goggin, F. (Chair); Roof, M.; Ward, R.; Castro, B.; Riley, D.; Oi, F.; Bond, J.
2006-07 Riley, D. (Chair); Weeks, R.; Oi, F.; Castro, B.; Lorenz, G.; Greene, J.; Bond, J.; Gore, J.;
 Klingeman, W.; Fadamiro, H.
2007-08 Klingeman, W. (Chair); Gore, J.; Fadamiro, H.; Kidd, K.; Weeks, R.; Johnson, S.; Lorenz, G.;
 Greene, J.; Bond, J.; Buss, E.; Jenkins, T.
2008-09 Lorenz, G. (Chair); Greene, J.; Weeks, R.; Buss, E.; Johnson, S.; Hale, F.; Jenkins, D.; Orr, D.;
 Rashid, T.; Reeves, R.
2009-10 Buss, E. (Chair); Jenkins, T.; Jenkins, D.; Johnson, S.; Orr, D.; Hale, F.; Rashid, T.
2010-11 Orr, D. (Chair); Hale, F.; Guillebeau, P.; Jenkins, D.; Sethi, A.; Rashid, T.; Benson, E.; Hopkins, J.;
 Fadamiro, H.
2011-12 Hopkins, J. (Chair); Guillebeau, P.; Sethi, A.; Benson, E.; Fadamiro, H.; Kairo, M. T. K.; Musser, F.;
 Bachelor, J. S.; Segarra, A.; Lawson, S. P.
2012-13 Hopkins, J. (Chair); Guillebeau, P.; Sethi, A.; Benson, E.; Fadamiro, H.; Kairo, M. T. K.; Musser, F.;
 Bachelor, J. S.; Segarra, A.; Lawson, S. P.
2013-14 Musser, F. (Chair); Segarra, A.; Lawson, S.; Savinelli, C.; Kring, T.; Hu, X.; Davis, J.; Buss, E.
2014-15 Riley, D. (Chair); Oliver, J. _Co-Chair); Kring, T.; Davis, J.; Benson, E.; Buss, E.; Jenkins, D.;
 O'Leary, P.;
2015-16

NATIONAL NOMINATING COMMITTEE

Attachment 1. Proposed timetable for elected national ESA offices

- Dec 1** Chair solicits names of potential candidates for national ESA offices that are submitted from the ESA-SEB (Representative to the Governing Board, Representative to the Certification Board).
- April 20** Candidates for available positions received by the chair. The candidates must consent to be considered.
- May 1** Chair sends list of candidates to committee members for ranking.
- May 10** Rankings should be returned to chair.
- May 15** Chair notifies committee members of results of rankings and requests a resume and photograph from the top two candidates for each office.
- Selected candidates are contacted to reaffirm their willingness to serve.
- The membership director of ESA is contacted to determine if the candidates are members in good standing of the Society.
- Candidates not selected are contacted in writing to inform them of the candidate selection.
- May 25** Resumes and photographs of candidates are to be received by the chair.
- June 1** Deadline for sending names of nominees, resumes and photographs to the national ESA office. This deadline may vary depending on the date of the national meeting. Chair checks with national ESA office to determine the deadline.

Attachment 2. Proposed timetable for elected Branch offices

- September 1** Chair solicits names of potential candidates for Branch offices.
- September 15** Candidates for available positions received by the chair. The candidates must consent to be considered.
- September 15** Chair sends lists of candidates to committee members for ranking.
- September 30** Rankings should be returned to the chair.
- October 15** Chair notifies committee members of results of rankings and requests a resume and photograph from the top two candidates for each office.
- Selected candidates are contacted to reaffirm their willingness to serve.
- The membership director of ESA is contacted to determine if the candidates are members in good standing of the Society.
- Candidates not selected are contacted in writing to inform them of the candidate selection.
- October 30** Resumes and photographs of candidates are to be received by the chair.
- November 15** Deadline for sending names of nominees, resumes and photographs to the Secretary-Treasurer.
- January** Ballot with resumes and photographs are sent to Branch membership with the annual meeting program.
- March** The ballots are returned to Secretary-Treasurer and hand-carried to the annual meeting. Committee members count the ballots with the chair who delivers the final report to the membership at the Final Business Meeting. Candidates of a given office are notified of the results before the Final Business (preferable before the start of the annual meeting).

PAST NOMINATING COMMITTEES

- 1982-83** Graves, J. B. (Chair); Hays, S. B.; Lincoln, C. G.; Martin, D. F.; Kurir, R. J.
- 1983-84** Knight, K. L. (Chair); Turnipseed, S.; Oliver, J.; Dankin, M.; Rabb, R. L.
- 1984-85** Turnipseed, S. G. (Chair); Graves, J. B.; Pfrimmer, T. R.; Sparks, A. N.
- 1985-86**
- 1986-87** Lentz, G. L. (Chair); Gouger, R. J.; Henry, H. M.; Lambert, L.; Lofgren, C. S.; Todd, J. W.
- 1987-88** Quisenberry, S. S. (Chair); Gouger, R. J.; Lambent, L.; Coburn, G. E.; Brenner, R. J.; Zungoli, P.
- 1988-89** Zungoli, P. (Chair); Gouger, R. J.; Bruss, R. G.; Mack, T. P.; Roach, S. H.; Mauldin, J. K.
- 1989-90** Roach, S. H. (Chair); Davis, F. M.; Alleman, D. V.; Hammond, A. M.; Yearian, W. C.; Applewhite, C. D.
- 1990-91** Applewhite, C. D. (Chair); Eger, J. E.; Pless, C. D.; Banks, W. A.; Cobb, P. O.; Scott, W. P.
- 1991-92** Eger, J. E. (Chair); Rogers, C. E.; Elzen, G. W.; Yanes, J.; Sullivan, M. J.; Smith, R. H.
- 1992-93** Allemann, D. V. (Chair); Elzen, G. W.; Graves, J. B.; Griffith, K. H.; Jackson, M.; Smith, R. H.
- 1993-94** Chandler, L. D. (Chair); Griffith, K. H.; Lentz, G. L.; Smith, R. H.; Snodgrass, G. L.;

Steinkraus, D. E.

1994-95 Lentz, G. L. (Chair); Mangold, J. R.; Kuhr, R. J.; Whitehead, J. R.; Wiseman, B. E.; Smith, J. W.
1995-96 Funderburk, J. E. (Chair); Bridges, J. T.; Lambent, W. R.; Lencse, R. J.; Mitchell, E. ; Smith, M. T.
1996-97 Mitchell, E. R. (Chair); Collins, H. L.; Gouger, R. J.; Gallo, T. S.; Guillot, F. S.; Thompson, L. C.
1997-98 Powell, J. (Chair); Wiseman, B.; Skelton, T.; Johnson, S.; Portillo, H.; O'Leary, P.
1998-99 Herzog, G. (Chair); Gorsuch, C.; Hardee, D.; French, N.; Williams, D.; Mink, J.
1999-00 Culin, J. (Chair); Collison, C.; Lynch, B.; Streett, D.; Hopkins, J.; Mascarenhas, R.
2000-01 Boethel, D. (Chair); Adamczyk, J.; Lynch, B.; Wilcox, P.; Braman, K.; Sherrrod, D.
2001-02 Braman, K. (Chair); Mullen, G.; Powell, J.; Whitehead, J.; Oi, D.; Martin, S.
2002-03 Oi, D (Chair); Anderson, C.; Flanders, K.; Hinkle, N.; Carpenter, J.; Giffin, K.
2003-04 Hinkle, N. C. (Chair); Anderson, C.; Dobbs, J.; Williams, D.; Appel, A.; Guillot, F.
2004-05 Hinkle, N. (Chair); Appel, A.; Boyd, D.; Streett, D.; Anderson, A.; Dobbs, J.;
2005-06 Streett, D. (Chair); Dobbs, J.; Siebert, M.W.; Hogsette, J. A.; Riley, D.; Buss, E.
2006-07 Griffith, K. (Chair); Brickle, D.; Simmons, A. M.; Able, C.; Flanders, K.; Sorensen, K.
2007-08 Hodges, G. (Chair); Jackson, D. M.; Musser, F.; Ruberson, J.; Brickle, D.; Rogers, D.
2008-09 Jones, C. (Chair); Wiedenmann, R.; Griffith, K.; O'Leary, P.; De Gusman, L.; Meagher, R.
2009-10 Wiedenmann, R. (Chair); Hinkle, N.; Anderson, G.; Legaspi, J.; Housworth, D.; Cottrell, T.
2010-11 Meagher, R. (Chair); Epsky, N.; Hummel, N.; Smith, J.; Lambdin, P.; Weiss, A.
2011-12 Eger, J. (Chair); O'Leary, P.; Johnson, S.; Simmons, A.; Luttrell, R.; Hodges, G.
2012-13 Gardner, W. (Chair); Johnson, S.; Mullen, G.; Luttrell, R.; Hodge, G.; Eger, J.; Mullins, W.
2013-14 Kris Braman (Chair); F. Hale; O. Liburd, R. Meagher; D. Shapiro-Ilan; M. Siebert; J. Temple.
2014-15 Norm Leppla (Chair); J. Oliver; D. Shapiro-Ilan; E. Riddick; M. Siebert; J. Temple.
2015-16

PROGRAM COMMITTEE

Attachment 1. Guidelines for session moderators

Set-up: Arrive at the meeting room early to check the arrangements, including projection equipment, screen, podium microphone, pointer, timer, light controls, etc. Follow instructions and locate the session support room in the event assistance is required. If needed, seek assistance to assist with projection and light controls, if needed. Upload presentations onto the computer desktop, if not done previously.

Starting: Identify the session, announce changes to the program, and remind the presenters to remain on schedule.

Time Management: Each presenter in a submitted paper session is signaled when two minutes remain before the end of their presentation. If it becomes apparent that the presenter will not conclude on time, the moderator stands and asks courteously, but firmly, that the speaker finish immediately. Questions from the audience are directed to the presenter at the conclusion of the presentation. If a presentation has been canceled, the session participants are informed that the next one will begin as scheduled in the printed program.

PAST PROGRAM COMMITTEES

1982-83 Johnson, D. T. (Chair); Mayse, M. A.; French, J. C.; Cobb, P. P.; Cade, S. C.; Musick, G. J.
1983-84 (Chair); Horton, P. M.; Noblet, R.; Johnson, S. J.
1984-85 Noblet, R. (Chair); Alverson, D.; Calkins, C. O.; Lambent, L.; Luttrell, R. G.; Simonet, D.
1986-87 Boethel, D. J. (Chair); Noblet, R.; Luttrell, R. G.; Miller, G. L.; Schuster, D. J.; Todd, J. W.;
Turnipseed, S. G.;

- 1987-88 Gross, H. R. (Chair); Herzog, G. A.; Tingle, F. D.; Culin, J. E.; Funderburk, J. E.; Harper, J. D.; Gardner, W. A.
- 1988-89 Culin, J. E. (Chair); Funderburk, J. E.; Harper, J. D.; Gardner, W. A.; Adler, P. H.; Ramaswamy, S. B.
- 1989-90 Gardner, W. A. (Chair); Harper, J. D.; Adler, P. H.; Ramaswamy, S. B.; Buntin, G. D.; McCoy, C. W.
- 1990-91 Ramaswamy, S. B. (Chair); Buntin, G. D.; McCoy, C. W.; Roach, S. D.; Steinkraus, D. E.);
Adler, P. H.; McCoy, C. W.; Luttrell, R. G.; Steinkraus, D. E.; Roach, S. D.; Leonard, B. R.
- 1992-93 Steinkraus, D. E. (Chair); Roach, S. D.; Luttrell, R. G.; Leonard, B. R.; Delaplane, K. S.; Smith, M. T.
- 1993-94 Luttrell, R. G. (Co-Chair); Delaplane, K. S.; Smith, M. T.; Bachelor, J. S.; Leonard, B. R. (Co-Chair);
Grant, J. F.
- 1994-95 Delaplane, K. S. (Chair); Smith, M. T.; Bachelor, J. S.; Grant, J. F.; Culin, J. E.; Thomas, E. M.
- 1995-96 Grant, J. F. (Chair); Culin, J. D.; Bachelor, J. S.; Thorns, E. M.; Mink, J. S.; Sheppard, D. C.;
Delaplane, K. S.
- 1996-97 Bachelor, J. S. (Chair); Thorns, E. M.; Mink, J. S.; Sheppard, D. C.; Vail, K. M.; Oi, D. H.; Grant, J. F.
- 1997-98 Mink, J. (Chair); Sheppard, C.; Vail, K.; Oi, D.; Webb, S.; Mannion, C.
- 1998-99 Mannion, C. (Chair); Vail, K.; Webb, S.; Johnson, D. T.; Oi, D.; McHugh, J.
- 1999-00 Mannion, C. (Co-Chair); McHugh, J.; Johnson, D.; Simmons, A. M.; Webb, S. (Co-Chair); Willers, J.
- 2000-01 McHugh J. (Co-Chair); Johnson, D.; Willers, J.; Suiter, D.; Simmons, A. M. (Co-Chair)
- 2001-02 Willers, J. (Co-Chair); Hooper-Bui, L.; Suiter, D.; Simmons, A. M. (Co-Chair)
- 2002-03 Suiter, D. (Chair); Grant, J.; Studebaker, G.; Ruberson, J. Willers, J. L.
- 2003-04 Ruberson, J. (Chair); Grant, J.; Studebaker, G. Suiter, D.; Walgenbach, J.
- 2004-05 Appel, A. (Co-Chair); Braman, K.; Harper, J.; Ruberson, J.; Eubanks, M. (Co-Chair); Walgenbach, J.
Vogt, J. T.
- 2005-06 Buntin, G. D. (Co-Chair); Suiter, D.; Vail, K.; Funderburk, J.; Jenkins, T. M. (Co-Chair); Riddick, E.;
Appel, A. (*ex officio*)
- 2006-07 Vail, K.; Lambdin, P.; Gerhardt, R.; Jurat-Fuentes, J. L.
- 2007-08 Oi, F. (Chair); Meagher, R.; Kaufman, P.; Vail, K. (*ex officio*)
- 2008-09 Liu, N. (Co-Chair); Legaspi, J.; McKenzie, C.; Tillman, P. G.; Cilek, J. (Co-Chair); Oi, F. (*ex officio*)
- 2009-10 Ruberson, J. (Chair); Toews, M.; Joseph, S.; Liu, N. (*ex officio*)
- 2010-11 Chong, J. H. (Co-Chair); Hix, R. (Co-Chair); Ruberson, J. (*ex officio*)
- 2011-12 Ruberson, J. (Co-Chair); Swiger, S. (Co-Chair); Cottrell, T.; Hodges, G.; Jones, E.; Rebek, E.; Talley,
J.; Hix, R. (*ex officio*); Chong, J. H. (*ex officio*)
- 2012-13 Cottrell, T. (Co-Chair); Hodges, G. (Co-Chair); Held, D.; Mannion, C.; Ruberson, J. (*ex officio*)
- 2013-14 Jenkins, D. (Chair); Mahroof, R.; Parys, K.; Legaspi, J.; Cardoza, Y.; Cottrell, T. (*ex officio*); Hodges,
G. (*ex officio*)
- 2014-15 Cook, D. (Co-Chair); Gore, J. (Co-Chair); Reisig, D.; Studebaker, G.; Riggins, J.; Krishan, K.; Jenkins,
D. (*ex officio*)
- 2015-16 Alton “Stormy” Sparks (Co-Chair), Jason Schmidt (Co-Chair), Don Cook, Jeff Gore

PAST PUBLIC RELATIONS COMMITTEES

- 1982-83 Nolen, M. P. (Chair); Reagan, T. E.; DuBose, W. P.; Barnes, G.
- 1983-84 Baldwin, J. L. (Chair); DuBose, B.; Riley, T. J.; Harper, J. D.; Todd, J. W.
- 1984-85 DuBose, B. (Chair); Mead, F. W.; Smith, J. W.
- 1985-86
- 1986-87 Hamer, J. L. (Chair); Combs, R. L.; Jarratt, J. H.
- 1987-88 Sorensen, K. A. (Chair); Arends, J. J.; Kever, D. W.
- 1988-89 Lambdin, P. L. (Chair); Grant, J. F.; Yanes, J.
- 1989-90 Griffith, K. H. (Chair); Webb, S. E.; Knop, M.
- 1990-91 Weeks, J. R. (Chair); Lunsford, J.; Lockley, T. C.
- 1991-92 Lunsford, J. (Chair); Horton, D. L.; Chapin, J. W.
- 1992-93 Bernhardt, J. L. (Chair); Mason, E. P.; Teague, T.; Foster, D. E.
- 1993-94 Bagent, J. L. (Chair); Pollet, D. K.; Baldwin, J. L.

1994-95 Morse, J.C. (Chair); Griffin, R. P.; Bellinger, R. G.
 1995-96 Jarrett, J. H. (Chair); Young, D. F.; Nead, B. M.
 1996-97 Bridges, J. T. (Chair); Walgenbach, J. F.; Lapp, N. A.
 1997-98 Lambdin, P. (Chair); Vail, K.; Ekkens, D.
 1998-99 Weeks, R. (Chair); Roberts, P.; Griffith, K.
 1999-00 Week, R. (Chair); Roberts, P.; Hesselein, C.
 2000-01 Roberts, P. (Chair); Roof, M.; Hopkins, J.
 2001-02 [vacant] (Chair); Hopkins, J.; Roof, M.
 2002-07 [vacant]
 2007-08 Hix, R. (Chair); McAuslane, H.; Burrus, R.
 2008-09 Graham, L. (Chair); Hesselin, C.; Hix, R.
 2009-10 Vogt, J. (Chair); Hinkle, N.; Hix, R.; Graham, L.
 2010-11 Jenkins, D. (Chair); Vogt, J. T.; Graham, L.
 2011-12 Graham, L. 'Fudd' (Chair); Hopkins, J.; Zawislak, J.
 2012-13 Graham, L.F.; (Chair)
 2013-14 Graham, L.F.; (Chair); Morgan, A.; Donnell, D.
 2014-15 Kumar, V. (Chair); Graham, L.F.
 2015-16

PAST RESOLUTIONS COMMITTEES

1982-83

1983-84 Herzog, G. A. (Chair); Cobb, P. P.; Lipsey, R. L.
 1987-88 Lemke, L. (Chair); Adler, P. H.; Howell, J.
 1988-89 Whitney, S. P. (Chair); Chapin, J. W.; Howell, J.
 1989-90 Herzog, D. C. (Chair); Brandenburg, R. L.; Braxton, W. M.
 1990-91 Keever, D. W. (Chair); Cooney, J. C.; Tingle, F. D.
 1991-92 Funderburk, J. E. (Chair); McLeod, P. J.; Brandenburg, R. L.
 1992-93 Kring, T. J. (Chair); Braman, S. K.; Lentz, G. L.
 1993-94 Barbercheck, M. E. (Chair); Arthur, F. G.; Mannion, C. M.
 1994-95 Mannion, C. M. (Chair); Highland, H. B.; Elzen, G. W.
 1995-96 Heim, D. C. (Chair); Price, J. F.; Brewer, J. W.
 1996-97 Price, J. F. (Chair); Peterson, L. G.; Heim, D. G.
 1997-98 Alleman, D. (Chair); Cobb, P.; Hale, F.
 1998-99 Noblet, R. (Chair); Eger, J.; Bagwell, R.
 1999-00 Mascarenhas, R. (Chair); Huang, X.
 2000-01 Mascarenhas, R. (Chair); Huang, X.; Oi, F.
 2001-02 Mascarenhas, R. (Chair); Huang, X.
 2002-03 Thoms, E. (Chair); Sparks, A., Jr.
 2003-04 Sparks, A., Jr. (Chair)
 2004-05 Sparks, A., Jr. (Chair); Stewart, S.
 2005-06 Sparks, A., Jr. (Chair); Braman, K.
 2006-07 Sparks, A., Jr. (Chair); Braman, K.
 2007-08 Bagwell, R. (Chair); Grant, J.; O'Leary, P.
 2008-09 Grant, J. (Chair); Leibee, G.; Seal, D.
 2009-10 Grant, J. (Chair); Leibee, G.; Seal, D.
 2010-11 Seal, D. (Chair); Leibee, G.; Studebaker, G.
 2011-12 McKenzie, C. (Chair); Epsky, N.
 2012-13 Epsky, N. (Chair); Barman, K.
 2013-14 Calixto, A. (Chair); Seal, D.; Grant, J.
 2014-15 Seal, D. (Chair); Shockley, M.; Hale, F.
 2015-16

STUDENT AFFAIRS COMMITTEE

Attachment 1. Linnaean Games Hall of Fame (Year 1st, 2nd place state; for national indicate 1st, 2nd place)

- 1983 Clemson, Auburn;
1984 Auburn, N.C. State; 2nd Place: North Carolina State University
1985 Georgia, N.C. State; Georgia
1986 N.C. State, Auburn; Auburn, N.C. State
1987 N.C. State, Mississippi State; N.C. State
1988 N.C. State, Auburn;
1989 N.C. State, Georgia; Georgia
1990 Arkansas, Georgia; 1st Place: University of Georgia
1991 Arkansas, Georgia; 2nd Place: University of Georgia
1992 Florida, Georgia;
1993 Florida, LSU;
1994 N.C. State, Arkansas; 1st Place: North Carolina State University
1995 N.C. State, LSU;
1996 Florida, Mississippi State;
1997 Arkansas, N.C. State; N.C. State
1998 Georgia, LSU;
1999
2000 Arkansas, Florida;
2001 Auburn, Florida; 2nd Place: University of Florida
2002 N.C. State, Auburn; 2nd Place: N.C. State University
2003 Univ. Georgia, N.C. State; 1st Place: North Carolina State University, 2nd Place: University of Georgia
2004 Clemson, Auburn; 2nd Place: Auburn University
2005 Clemson, N.C. State;
2006 N.C. State, Clemson;
2007 Arkansas, Clemson; 1st Place: University of Arkansas, 2nd Place: Clemson University
2008 N.C. State, Florida; 2nd Place: North Carolina State University
2009 NC State, LSU;
2010 Georgia, Florida;
2011 NC State, Arkansas; 2nd Place: North Carolina State University
2012 Georgia, Florida; 1st Place: University of Georgia,
2013 NC State, Mississippi State University; 2nd Place: Mississippi State University
2014 NC State, Florida; 1st Place: North Carolina State University, 2nd Place: University of Florida
2015 Georgia, Florida;

Participating Members of Winning Teams

- 1983 Clemson, Auburn: Peggy Sieburth; Ron Cave; Jerome Grant; Luke Bozeman; Barry Dover; Tad Dobbs; Lisa Lemke; Nancy Hinkle
1984 Auburn, N.C. State: Ronald Cave; Bob Farrar; Wayne Coe; Art Agnello; Tad Dobbs; Tim Lysyk; Nancy Hinkle; Dave Margolies; Barbara Sheffer; Joella Killian (Alt); Wayne Clark (Coach); Gary Mullen (Coach)
1985 Georgia, N.C. State: Shola Adeyeye; Bob Farrar; Manjur Chowdbery; Art Agnello; Debbie Rymal; Tim Lysyk; Ed Vargo; Dave Margolies; John Meyer (Coach)
1986 N.C. State, Auburn: Amy Suggars; Ronald Cave; Doug Landis; Fudd Graham; Bill Irby; Harlan Hendricks; Mike Hennessy; Larry Hribar; John Meyer (Coach); Melissa Miller;

- Wayne Clark (Coach)
- 1987** N.C. State, Mississippi State: Amy Suggars; Carl Felland; Doug Landis; Ken Ward; Randi Wilfert; Jan Piet Kaas; Steve Cook; Patricia O'Leary; John Meyer (Coach); Sonny Ramaswamy (Coach)
- 1988** N.C. State, Auburn: Chris Dietrich; Fudd Graham; Peter Ellsworth; Harlan Hendricks; Mike Bush; Larry Hribar; Dave McClain; Ed Lewis; John Meyer (Coach); Melissa Miller; Wayne Clark (Coach)
- 1989** N.C. State, Georgia: Mike Bush; Darrel Ross; Peter Follett; Steve Jenkins; Peter Ellsworth; Jane Eason; Robbie Hollingsworth; Brian Nault; Bob Blinn (Coach)
- 1990** Arkansas, Georgia: Chuck Kline; Jane Eason; Gus Lorenz; Daryl Ross; Janet McAllister; Steve Jenkins; Dale Spurgeon; Brian Nault; Angela James (Alt)
- 1991** Arkansas, Georgia: Chuck Kline; Michael Draney; Hamin Sudarsono; Theresa Singer; Dale Spurgeon; Toni Riggin; Janet McAllister; Steve Jenkins; Phillip Roberts (Alt)
- 1992** Florida, Georgia: Reginald Coler; Michael Draney; Nancy Hinkle; Theresa Singer; Faith Oi; Steve Jenkins; Scott Yocom; Phillip Roberts; Margaret McMichael (Alt); Brian Rector (Alt); Heather McAuslane (Coach)
- 1993** Florida, LSU: Margaret McMichael; Michael Boyd; Faith Oi; Jeff Harris; Marco Toapanta; Mark Muegge; Scott Yocom; Sean Strouther; Greg McDermott (Alt); Roxanne Rutledge (Alt); Heather McAuslane (Coach); Greg Henderson (Coach)
- 1994** N.C. State, Arkansas: Glenn Holbrook; Tanya Hanano; Hugh Young; Karri Byrd; Michele Bell; Travis Smith; Tina Devorshak; Nader Elkasabany; Jason Cryan (Alt); Bill Yearian (Coach); Mary Barbercheck (Coach)
- 1995** N.C. State, LSU: Michelle Bell; Jeff Harris; Hugh Young; Scott Lingren; Glenn Holbrook; Mark Muegge; Tina Devorshak; Roxanne Rutledge; Jason Cryan (Alt); John Adamczyk (Alt); Mary Barbercheck (Coach); Abdullahi Ameen (Alt)
- 1996** Florida, Mississippi State: Dorota Porazinska; Angus Catchot; Robin Goodson; Shawn Robertson; Marco Toapanta; Elgenaid Hamadain; Chris Tipping; Oscar Vergara; Clay Scherer (Alt); Roberto Cordero (Alt); Heather McAuslane (Coach); Sonny Ramaswamy (Coach); Henry Pitre (Coach)
- 1997** Arkansas, North Carolina State: Andrew MacKay; Tina Devorshak; Raymond Hix; Rob Hummel; Keith Strother; Bob Kopanic; Eddie Dry; Ted Snyder (Alt); W. C. Yearian (Coach); Jon Trexler; Mary Barbercheck (Coach)
- 1998** Georgia, LSU: Kim Lohmeyer; Roxanne Rutledge; Scott Bundy; Jeff Stancil; Collin Stewart; Debbie Landau; Greg Hodges; Stacy Bearden; Mark Mescher; Chris Carlton (Coach); Robert Matthews (Coach)
- 1999**
- 2000** Arkansas: not available, University of Florida: not available
- 2001** Auburn Florida: Renee Anderson; Matt Aubuchon; Chad Harvey; Helen Hull-Sander; Demina Kondo; Gary Mullen (Coach)
- 2002** N. C. State, Auburn: Chad Harvey; Helen Hull-Sanders; Ian Kaplan; Demian Kondo; Michelle Perdue; Gary Mullen (Coach)
- 2003** University of Georgia, N.C. State: Floyd Shockley (Captain); Juanita Forrester; Jennifer Henke; Jim Young; Chris Hartley (Alt); Bob Matthews (Coach)
- 2004** Clemson: not in business minutes, Auburn: not in business minutes
- 2005** Clemson: not in business minutes, N.C. State: not in business minutes
- 2006** N.C. State: not in business minutes, Clemson: not in business minutes
- 2007** Arkansas, Clemson: Jackie McKern; Godshen Robert; Sandra Sleezer; Becky Trout; Cesar Solorzano (Alt); Allen Szalanski (Coach)
- 2008** N.C. State: not in business minutes, University of Florida: not in business minutes
- 2009** NC State: not in business minutes, LSU: not in business minutes
- 2010** Georgia: Christopher Scocco (Team Captain), Shaku Nair, Cheri Abraham, Daniel Usry & two alternates: Shimat Joseph, Evelyn Carr
- 2011** NC State: Virna Saenz, Jonathan Cammack, Keith Bayless, Stephanie Gorski, and Kelly Oten
- 2012** Georgia: Cheri Abraham, Stephanie Weldon, Tommy McElrath, Joni Blount, and Ishakh Pulakkatu Thodi

2013 NC State: Hannah Burrack hjburrac@ncsu.edu (Coach), Keith Bayless, Alejandro Merchan, Alejandro Del Pozo-Valdivia, Nick Allen, Dylan Kraus, Mississippi State University: Richard Brown (Coach), John Formby (Captain), David Plotkin, Santos Portugal, Andrew Adams, Breanna Lyle, Arun Babu

2014 NC State: not in business minutes, Florida: not in business minutes

2015 Georgia: not in business minutes, Florida: not in business minutes

PAST STUDENT AFFAIRS COMMITTEES

- 1998-99 Richman, D. (Chair); Brewer, S.; Hix, R.; Stumpf, C.; Clemens, C.; Platt, W.; Trexler, J.; Hall, A.; Sampson, B.
- 1999-00 Aubuchon, M. (Chair); Brewer, S.; Long, J.; Sampson, B.; Clemens, C.; Platt, W.; Schweiger, A.; Hall, A.; Richman, D.; Trexler, J.
- 2000-01 Hodges, A. (Chair); Aubuchon, M.; Long, J.; Schweiger, A.; Calibeo, D.; Musser, R.; Willrich, M.; Kintz, J.; Richman, D.
- 2001-02 Musser, R. (Chair); Aubuchon, M.; Long, J.; Tucker, C.; Calibeo, D.; Schweiger, A.; Willrich, M.
- 2002-03 Willrich, M. (Chair); Calibeo, D.; Diaz, J.; Murray, J.; Chong, J.-H.; Hull-Sanders, H.; Tucker, C.
- 2003-04 Oswald, D. (Chair); Chong, J.-H.; Hull-Sanders, H.; Murray, J.; Diaz, J.; Kovach, A.; Tucker, C.
- 2004-05 Woolfolk, S. (Chair); Allen, C.; Oswald, D.; Voss, S.; Young, J.; Burkett, N.; Kovach, A.; Smith, T.; Baldwin, R.
- 2005-06 Bertone, M. (Chair); Young, J.; Bommireddy, L.; Allen, C.; Woolfolk, S.; Welder, M.; Burkett, N.; Wiggins, G.; Swiger, S.
- 2006-07 Wiggins, G. (Chair); Bommireddy, L.; Welders, M.; Nurmastinisufina B.; Swinger, S.; Dobbs, J.; Mckern, J.; Fuest, J.; Bertone, M.
- 2007-08 Wessels, F. (Chair); Dobbs, J.; Mckern, J. L.; Fuest, J.; Hansen, J.; Hamm, J.; Tebeau, A.; Doskicil, J.; Snoddy, E.
- 2008-09 Snoddy, E. (Chair); Hansen, J.; Praiso, O.; Tebeau, A.; Cabrera, A.; Hamm, J.; Self, S.; Smith, P.; Trout, B.
- 2009-10 Cabrera, A. (Chair); Hamm, J.; Abraham, C.; Das, P.; Self, S.; Nyoike T.; Holquin C.; Trout, B.; Praiso, O.; Dilling, C.; Diaz-Arzola, C.
- 2010-11 Diaz-Arzola, C. (Co-Chair); Abraham, C.; Das, P.; Silcox, D.; Dilling, C. (Co-Chair); Nyoike, T.; Holquin, C.; Goltz, L.; Praiso, O.; Minter, C.; Beuzelin, J. (one year term)
- 2011-12 Minter, C. (Chair); Silcox, D.; Goltz, L.; VanWeelden, M.; Nix, K.; Reid, W.; Machtinger, E.; Lehnert, M.; Weldon, S.
- 2012-13 VanWeelden, M. (Chair); Silcox, D.; Goltz, L.; Nix, K.; Reid, W.; Machtinger, E.; Kariuki, E.; Lehnert, M.; Weldon, S.
- 2013-14 Machtinger, E. (Co-Chair); Allen, H. (Co-Chair); Hartshorn, J.; Funaro, C.; Fleming, D.; VanWeelden, M.; Weldon, S.; Benton, E.; Kariuki, E.; Rivera-Colon, A.; Minter, C. (ex officio)
- 2014-15 Fleming, D. (Co-Chair); Hartshorn, J. (Co-Chair); Allen, H.; Funaro, C.; Benton, E.; Kariuki, E.; Iglesias, L.; Bernaola, L.; McElarth, T.; Marawo, T.; Lopez, I.; Machtinger, E. (Ex Officio)
- 2015-16

STUDENT AWARDS COMMITTEE

Attachment 1. Past student award recipients

Outstanding Graduate Student Award

1983 J. F. Grant TN, Knoxville

1984 R. W. Holzenthal LA, New Orleans

John Henry Comstock Award (formerly the Outstanding Graduate Student Award awarded the year before an annual SEB meeting. This is also an ESA National award. NOTE check ESA

http://www.entsoc.org/awards/past_winners for all national ESA award winners)

1985 C. A. Sandoski AR, Fayetteville
1986 S. W. Hamilton SC, Clemson
1987 R. G. Danka LA, Baton Rouge
1988 D. B. Orr LA, Baton Rouge
1989 L. J. Hribar AL, Auburn
1990 B. R. Leonard LA, Baton Rouge
1991 C. Hinkle FL, Gainesville
1992 K. M. Hoffinan SC, Clemson
1993 M. B. Willey SC, Clemson; T. L. Singer GA, Athens
1994 B. A. Nault NC, Raleigh
1995 S. M. Valles FL, Gainesville
1996 G. L. Holbrook NC, Raleigh
1997 R. Kopanic NC, Raleigh
1998 D. M. Miller FL, Gainesville
1999 M. S. Stanghellini NC, Raleigh
2000 J. M. Alvarez FL, Gainesville
2001 D. Murray LA, Baton Rouge
2002 D. D. Anspaugh NC, Raleigh
2003 W. Reeves SC, Clemson
2004 A. Cline LA, Baton Rouge
2005 J. W. Austin AR, Fayetteville
2006 F. W. Shockley
2007 G. Wiggins TN, Knoxville
2008 A. Sethi FL, Gainesville
2009 W. Akbar AR, Fayetteville
2010 R. T. Fryxell AR, Fayetteville
2011 J. Beuzelin LA, Baton Rouge
2012 D. A. Swanson Clemson, SC
2013 P. M. Bardunias, FL
2014 A. Tripodi AR
2015

Kirby L. Hays Memorial Award (outstanding M.S. student in the SEB)

1986 D. B. Orr LA, Baton Rouge
1987 G. K. Storey GA, Athens
1988 B. J. Sheffer AL, Auburn
1989 B. R. Leonar LA, Baton Rouge
1990 S. H. McKamey NC, Raleigh
1991 S. Luckhart AL, Auburn
1992 T. L. Singer GA, Athens
1993 J. K. Moulton SC, Clemson
1994 J. A. Balsdon GA, Athens
1995 A. L. Lambert GA, Athens; D. M. Miller FL, Gainesville
1996 B. C. Reynolds GA, Athens
1997 C. A. Strong FL, Gainesville
1998 T. P. Carithers AL, Auburn
1999 Y. J. Cardoza FL, Gainesville
2000 W. K. Reeves SC, Clemson
2001 M. Aubuchon AL, Auburn
2002 M. Willrich LA, Baton Rouge
2003 D. Calibeo NC, Raleigh

2004 C. Torres GA, Athens
2005 A. Kovach TN, Knoxville
2006 K. E. Nix LA, Baton Rouge
2007 E. (Gino) Nearn
2008 A. Taylor GA, Athens
2009 N. P. Lord GA, Athens
2010 M. L. Galatowitsch GA, Athens
2011 A. Kumar MS, Mississippi State
2012 B. Wilson LA, Baton Rouge
2013 Z. Devries, NC
2014 S. Mays, TX
2015

Robert T. Gast Memorial Award (best PhD oral presentations per session)

1986 R. L. Rose LA, Baton Rouge
1987 R. L. Rose LA, Baton Rouge
1988 B. W. Fuller LA, Baton Rouge
1989 L. J. Hribar AL, Auburn
1990 C. M. Mannion FL, Gainesville
1991 J. S. Mink LA, Baton Rouge
1992 N. C. Hinkle FL, Gainesville
1993 J. D. Thomas LA, Baton Rouge
1994 M. A. Harris GA, Athens
1995 M. L. Boyd LA, Baton Rouge
1996 R. N. Mascarenhas LA, Baton Rouge
1997 R. Kopanic NC, Raleigh
1998 S. Ramachandran GA, Athens
1999 J. T. Vogt AL, Auburn
2000 R. Anderson AL, Auburn
2001 J. Jurat-Fuentes GA, Athens
2002 H. M. Hull-Sanders AL, Auburn
2003 D. Akin MS, Mississippi State
2004 F. Reay-Jones LA, Baton Rouge
2005 J. H. Chong GA, Athens
2006 G. J. Wiggins
2007 J. Herbert
2008 P. J. Obenauer FL, Gainesville
2009 J. B. Pitzer FL, Gainesville
2010 W. Akbar LA, Baton Rouge
2011 J. M. Beuzelin LA, Baton Rouge
2012 T. Li AL, Auburn; C. Minter AR, Fayetteville
2013 B. Reid AL, Auburn; B. Adams MS, Mississippi State University; H. Alejandro Merchán NC, Raleigh
2014 E. Machtinger FL, Gainesville; A. J. Martinez GA, Athens, T. Morawo AL, Auburn.
2015 E. Benton TN, Knoxville; M. V. Weeldon LA, Baton Rouge

Southeastern Branch Student Award (best MS oral presentations per session)

1987 S. E. Smith LA, Baton Rouge
1988 M. A. Muegge TN, Knoxville
1989 G. A. Pearson NC, Raleigh
1990 J. Eason GA, Athens
1991 A. Cole TN, Knoxville
1992 J. T. Vogt TN, Knoxville

1993 D. M. Colby TN, Knoxville
1994 M. C. Carder TN, Knoxville
1995 S. Lingren LA, Baton Rouge
1996 J. K. Tomberlin SC, Clemson
1997 T. P. Carithers AL, Auburn
1998 P. J. Obenauer TN, Knoxville
1999 J. S. Russell LA, Baton Rouge
2000 J. Fife LA, Baton Rouge
2001 M. Willrich LA, Baton Rouge
2002 N. D. Pendleton TN, Knoxville
2003 I. Kaplan AL, Auburn
2004 A. Kovach TN, Knoxville
2005 L. D. Cooper AL, Auburn
2006 L. A. Knoblock
2007 K. Felderhoff
2008 N. P. Lord GA, Athens
2009 K. Fontenot LA, Baton Rouge
2010 S. Wong NC, Raleigh
2011 J. L. Moore LA, Baton Rouge
2012 J. E. Howard AR, Fayetteville; E. Machtinga MS, Mississippi State; S. Steckel TN, Knoxville
2013 A. Alford AR, Fayetteville; J. Blount GA, Athens; Z. Devrie AL, Auburn
2014 I. Knight GA, Athens; M Everett AR, Fayetteville; N. Hooie TN, Knoxville; S. Walls TN, Knoxville
2015 C. Darnell MS; D. Rosensteel GA, Athens; T.-Y. Lee GA, Athens.

Outstanding Student Display Presentation Award- Ph.D. (1st place per session)

1994 K. D. Jones NC, Raleigh
1995 C. Yao AL, Auburn
1996 T. L. Singer (Ph.D.) GA, Athens
1997 R. N. Mascarenhas (Ph.D.) LA, Baton Rouge
1998 W. E. Klingeman III (Ph.D.) GA, Athens
1999 S. Ludwig GA, Athens
2000 K. Strother AR, Fayetteville
2001 R. Musser AR, Fayetteville
2002 C. Gore NC, Raleigh
2003 C. Swart LA, Baton Rouge
2004 H. Liu AL, Auburn
2005 S. L. Hebert AR, Fayetteville
2006 A. Sethi
2007 M. A. Bertone NC, Raleigh
2008 M. A. Bertone NC, Raleigh
2009 F. J. Wessels FL, Gainesville
2010 A. Hakeem TN, Knoxville
2011 V. L. Saenz University of Tennessee
2012 Pulakkatu-Thodi GA, Athens; T. McElrath GA, Athens
2013 D. Kumar MS, Hattiesburg, E. Machtinger FL, Gainesville, A. Hakeem TN, Knoxville
2014 M. VanWeelden LA, Baton Rouge
2015 S. Paudel LA, Baton Rouge, D. Owens, FL, Gainesville

Outstanding Student Display Presentation Award- M.S. (1st place per session)

1996 L. C. Graham (M.S.) AL, Auburn
1997 J. Trexler (M.S.) NC, Raleigh

1998 J. C. Hedlund (M.S.) LA, Baton Rouge
1999 J. Gore LA, Baton Rouge
2000 M. R. Abney GA, Athens
2001 J. Diaz AR, Fayetteville
2002 R. Gable LA, Baton Rouge
2003 D. Hoyme TN, Knoxville
2004 M. Bertone AL, Auburn
2005 C. Owens AR, Fayetteville
2006 C. I. Dilling
2007 B. P. Corbett
2008 A. Hakeem TN, Knoxville
2009 E. R. Carr GA, Athens
2010 J. E. Dinkins GA, Athens
2011 E. M. Kariuki FAMU FL, Tallahassee
2012 K. Langdon NC, Raleigh;
2013 K. Raj USM MS, Hattiesburg; X Chen LSU LA, Baton Rouge
2014 B. Fitz NC, Raleigh; S. Mays TN, Knoxville
2015 G. Crispell USM MS, Hattiesburg; B. Harris GA, Athens;

Outstanding Undergraduate Student Oral Presentation

2011 J. Sheed Fort Valley State University
2012 K. Hurley, University of Central Arkansas
2013 N. Allen NC, Raleigh
2014 J. Baniszewski FL, Gainesville; M. Hull Winthrop University SC, Rock Hill
2015 C. Schleuter University of North Georgia GA, Dahlonega

Outstanding Undergraduate Student Display Presentation

2011 M. Otero University of Puerto Rico
2012 C. Trammel, University of Arkansas AR, Fayetteville
2013 C. Trammel, University of Arkansas AR, Fayetteville
2014 K. Murray, University of Georgia; N. Miorelli, University of Georgia
2015 B. Cantrell FL, Gainesville

PAST STUDENT AWARDS COMMITTEES

1982-83 Matheny, E. L. (Chair); Mullen, G. R.; Terry, L. I.; Pless, C. D.; Bledsoe, M. E.; LaFage, J. P.;
Carner, G. R.
1983-84 Mullen, G. (Chair); Bradley, J. R.; Isenhour, D. J.; Sandoski, C. A.; Carner, G. R.; Davis, L. B.
1984-85 Zungoli, P. (Chair); Baker, W. G.; Howell, J.; Kuhr, R. J.; McLeod, P. J.; Quisenberry, S. S.;
Strayer, J. R.
1985-86 ? (Chair); Zungoli, P.
1986-87 Quisenberry, S. S. (Chair); Zungoli, P.; Appel, A. G.; Dutcher, J. D.; Grant, J. F.; Lampert, E. P.
1987-88 Dutcher, J. D. (Chair); Appel, A. G.; Grant, J. F.; Lampert, E. P.; Whitford, F.; Smith, C. M.
1988-89 Grant, J. F. (Chair); Appel, A. G.; Whitford, F.; Hermann, H. R.; Strayer, J. R.; Meisch, M. V.
1989-90 Strayer, J. (Chair); Hermann, H. R.; Luttrell, R. G.; Kring, T. J.; Riley, T. J.; Lampert, E. P.
1990-91 Kring, T. J. (Chair); Strayer, J. R.; Riley, T. J.; Lampert E. P.; Snoddy, E.; Gerhardt R. R.
1991-92 Riley, T. J. (Chair); Lampert, E. P.; Snoddy, E.; Gerhardt, R. R.; Oetting, R. D.; Culin, J. D.
1992-93 Gerhardt, R. R. (Chair); Snoddy, E.; Oetting, R. D.; Culin, J. D.; Brandenburg, R. L.; Leabee, G. L.
1993-94 Culin, J. D. (Chair); Oetting, R. D.; Brandenburg, R. L.; Leabee, G. L.; Eckel, R. V.; Appel, A. G.
1994-95 Leabee, G. L. (Chair); Brandenburg, R. L.; Appel, A. G.; Kring, T. J.; Matthews, R. W.; Broda-
Hydorn, S.

1995-96 Appel, A. G. (Chair); Broda-Hydorn, S.; Kring, T. J.; Matthews, R. W.; Oi, F. Y.; Su, N. Y.
1996-97 Matthews, R. W. (Chair); Kring, T. J.; Oi, F. Y.; Su, N. Y.; McAuslane, H. J.; Forschler, B. T.
1997-98 Oi, F. (Chair); Su, N.; McAuslane, H.; Forschler, B.; McCreadie, J.; Warren, G.
1998-99 Forschler, B. (Chair); McAusland, H.; Warren, G.; Lorenz, G.; McCreadie, J.; Leonard, B. R.
1999-00 Leonard, B. R. (Chair); Brewer, W.; Lorenz, G.; McCreadie, J.; Oi, D.; Pereira, R.; Ruberson, J.;
 Stewart S.; Warren, G.
2000-01 Lorenz, G. (Chair); Brewer, W.; Leonard, B. R.; Mizell, R.; Pereira, R.; Ruberson, J.; Sullivan, M.;
 Stewart S.; Warren, G.
2001-02 Ruberson, J. (Chair); Eubanks, M.; Gerhardt R.; Greene, J.; Jarratt, J.; Mizell, R.; Orr, D.; Riley, T.;
 Sullivan, M.
2002-03 Eubanks, M. (Chair); Adamczyk, J.; Greene, J.; Stout, M.; All, J.; Mizell, R.; Sullivan, M.
2003-04 Greene, J. (Chair); Adamczyk, J.; Fadamiro, H.; Stout, M.; All, J.; Hale, F.
2004-05 Adamczyk, J. (Chair); All, J.; Fadamiro, H.; Carner, G.; Hooper-Bui, L.; Hale, F.; Hodges, G.;
 Szalanski, A.; Watson, W.
2005-06 Hale, F. (Chair); Reagan, T. E.; Carner, G.; Watson, W.; Szalanski, A.; Roberts, P.; Leland, J.
2006-07 Hodges, G. (Chair); Reagan, T. E.; Carner, G.; Watson, W.; Szalanski, A.; Roberts, P.; Leland, J.;
 Stewart, S.; Moar, W.
2007-08 Roberts, P. (Chair); Reagan, T. E.; Streett, D.; Moar, W.; Stewart, S.; Szalans, A.; Bachele, R.
2008-09 Stewart, S. (Chair); Moar, W.; Szalanski, A.; Bacheler, J.; Leibee, G.; Reay-Jones, F.; Musser, F.;
 Smith, T. ; Toews, M.
2009-10 Leibee, G. (Chair); Bacheler, J.; Musser, F.; Toews, M.; Reay-Jones, F.; Smith, T.
2010-11 Musser, F. (Chair); Toews, M.; Smith, T.; Akin, S.; Hu, X.; Jurat-Fuentes, J.; Siebert, M.; Abney, M.;
 Nuessley, G.
2011-12 Siebert, M. (Chair); Nix, K.; Chong, J.C.; Srinivasan, R.; Jurat-Fuentes, J.; Nuessly, G.; Akin, S.; Hu,
 X. P.; Abney, M.
2012-13 Nuessly, G.(Chair); Siebert, M.; Studebaker, G.; Jurat-Fuentes, J.; Hu, X.P.; Abney, M.; Nix, K.;
 Srinivasan, B.; Mitchell, P.
2013-14 Srinivasan, B.(Chair); Mitchell, P.; Calixto, A.; Hudson, W.; Hu, X.P.; Reay-Jones, F.; Nuessly, G.(Ex
 Officio)
2014-15 Hudson, W.(Chair); Reay-Jones, F.; Calixto, A.; J.; Hu, X.P.; Ward, R.; Adamczyk, J.; Srinivasan, B.
 (Ex Officio)