

# CONSTITUTION

## *Southwestern Branch*

### *ENTOMOLOGICAL SOCIETY OF AMERICA*

#### Article I

##### *Name and Objective*

Section 1. This organization shall be known as the Southwestern Branch of the Entomological Society of America.

Section 2. Its objective shall be to promote the study and to advance the science of entomology and to assist in creating a close bond of fellowship among the members.

#### Article II

##### *Membership*

Section 1. The membership shall consist of members of the Entomological Society of America that choose to be a member of the Southwestern Branch. Each member shall belong to the same Section in the Branch as in the parent organization.

Section 2. Voting and holding of offices shall be limited to members of the Branch.

#### Article III

##### *Officers*

Section 1. The officers shall consist of a President, Vice-President, Secretary, Secretary-Elect, Treasurer, and a representative of the Branch to the Governing Board of the Entomological Society of America. The Vice-President will serve one year and then succeed to the Presidency of the Branch. The Secretary will serve one year and then succeed to the Vice-Presidency. The Secretary-Elect will serve one year and then succeed to the Secretary. The Treasurer shall be elected for a three-year term and be eligible for one consecutive three-year term. The Governing Board Representative shall be elected for a three-year term and be eligible for one consecutive three-year term.

#### Article IV

##### *Executive Committee*

Section 1. The President, immediate Past-President, Vice-President, Secretary, Secretary-Elect, Treasurer, and Representative of the Governing Board of the Branch shall constitute the Executive Committee, whose Chair shall be the active President of the Branch.

Section 2. The Executive Committee shall conduct the business of the Branch, subject to decisions on policy adopted by a membership vote through either an annual business meeting, at a special meeting of the Branch, by mail / electronic mail, or online ballot.

Section 3. Four members of the Executive committee shall constitute a quorum for the transaction.

Section 4. The Executive Committee shall meet as a body at least once each year, at the call of the President. Unless otherwise specified in the Constitution or Bylaws, the Executive Committee has authority to act on behalf of the Branch.

## Article V *Committees*

Section 1. Standing Committees. Standing Committees shall be established to facilitate the continuity and functioning of the Branch.

Section 2. Special Committees. The Executive Committee may establish Special Committees as deemed useful to facilitate the operation of the Branch and to foster and promote the purposes of the Branch.

Section 3. Presidential Committees. Presidential Committees may be appointed annually by the President to facilitate the functions and operations of the Branch.

## Article VI *Meetings*

Section 1. The Annual Meeting shall be held at such time and place as may be decided upon by the Site Selection Committee. In the event of unforeseen difficulties arising to prevent holding the meeting in such sites as decided upon by the Site Selection Committee, the Executive Committee shall have authority to select another location.

Section 2. Special meetings may be called by order of the Executive Committee.

Section 3. The program shall be arranged by subject matter sections as designated by the Entomological Society of America insofar as these sections are represented by submitted papers. Sections may be conducted either concurrently or consecutively.

## **BY-LAWS**

### Article I

#### *Equal Privileges*

Section 1. All members have equal privileges as to the presentation of papers, discussion at meetings, service on committees, and holding office.

### Article II

#### *Officers and their Duties*

Section 1. It shall be the duty of the President to supervise the progress of local arrangements and program development for the annual meeting. The President may prepare an address to be delivered at the annual meeting during which he presides. The President shall be responsible for the appointment of Standing Committee Chairs and may form Presidential Committees to address special issues. The President shall work closely with the Governing Board Representative to ensure that all requests by the Entomological Society of America are addressed in a timely manner.

Section 2. In the absence of the President, the Vice-President shall assume the duties of the President. The Vice-President shall assist the President in managing the business of the Branch and conducting the annual meeting of the Branch.

Section 3. It shall be the duty of the Secretary to keep a record of the business and Executive Committee meetings of the Branch and to attend to the general correspondence of the Branch. The Secretary shall ensure that the minutes of the final business session of the annual meeting are provided to the Entomological Society of America. In the absence of the Secretary, the Secretary-Elect shall assume the duties of the Secretary.

Section 4. It shall be the duty of the Treasurer to make the necessary financial arrangements, as directed by the President, for the annual meeting of the Branch.

The Treasurer shall collect all monies due; pay all bills incurred by the Branch, and perform such duties as may be assigned. The Treasurer's account shall be audited bi-annually by the Audit Committee. In the absence of the Treasurer, the President shall designate a member of the Executive Committee who shall assume the duties of the Treasurer.

Section 5. The Secretary-Elect shall assist the Secretary and other members of the Executive Committee in conducting the general business of the Branch.

Section 6. The Representative to the Governing Board shall serve as a liaison officer between the Branch and the Entomological Society of America. In the event that the Representative to the Governing Board is unable to attend meetings of the Governing Board the President shall designate an alternate. The incumbent shall be eligible for re-election to one consecutive three-year term or to fill a vacancy in an unfinished term prior to or following his/her period in office.

Section 7. The Executive Committee shall transact the business of the Branch between meetings. It shall take recommendations of all policies to the Branch, and shall make available a report at the annual meeting.

Section 8. The Secretary-Elect shall be elected by a vote of the membership at the Annual Meeting or through the Entomological Society of America online voting portal. The Treasurer shall be elected by vote of the membership at the Annual Meeting or through the Entomological Society of America online voting portal. The Branch Representative to the Governing Board shall be elected by a vote of the membership in accordance to the rules of the Entomological Society of America.

Section 9. All officers of the Branch shall assume office at the conclusion of the final business session of the Annual Meeting of the Branch and shall continue to serve for one year except for the Treasurer and Governing Board Representative which shall each serve a three-year term with the ability to seek re-election for a second term.

### Article III *Registration Fees*

Section 1. The registration fee shall be determined by the Executive Committee.

### Article IV

## *Committees*

Section 1. The Standing Committees of the Branch shall be: Audit; Archives; Awards; Insect Detection; Linnaean Games; Membership; *In-Memoriam*; Nominations; Resolutions; Site Selection; Student Affairs; Student Research Paper and Poster Awards; and Youth Science.

Section 2. The President shall designate the Chair of each Standing Committee. Each Standing Committee Chair will recommend to the President or Executive Committee, replacements for retiring members or to fill vacancies that arise in their Committee. The President or Executive Committee, in keeping with procedures adopted, will make the appointment of members to replace those retiring or resigning from that Committee membership.

Section 3. Establishment or termination of a Standing Committee shall require a two thirds vote of the Executive Committee followed by approval by a majority of the members.

Section 4. Each Standing Committee shall develop objectives and operational procedures, which shall be reviewed, revised where appropriate, and approved by the Executive Committee followed by approval by a majority of the members present at the final business session of the Annual Meeting.

Section 5. Standing Committees report to and make recommendations to the Executive Committee. After action by the Executive Committee, or the members of the Branch as appropriate, Standing Committees may be requested to assist in implementing decisions.

Section 6. The Audit Committee shall consist of three members and shall audit the financial records of the Treasurer bi-annually. Each member will serve a three-year term that is staggered so that one member is replaced each year. The Audit Committee will review the financial records at the time of the Annual Meeting and prior to the transfer of the financial records to the succeeding Treasurer. The Chair of the Audit Committee shall submit a written report for acceptance by the Branch at the final business meeting.

Section 7. The Branch Archivist shall be appointed by the President, shall serve for three years, may be reappointed, and shall cooperate closely with the Entomological Society of America in assuring long term safekeeping of documents and artifacts of the Branch. The Branch Archivist shall encourage collection and

preservation of historical documents and memorabilia of entomology that stimulate the appreciation for the history of entomology and encourage scholarly studies contributing to an understanding of the historical role of entomology in American Society. The Branch Archivist shall submit a written report at the final business meeting summarizing annual activities.

Section 8. The Awards Committee shall consist of nine Southwestern Branch members in good standing. Each member will serve a three-year term. The terms will be staggered so that each year three members will rotate off of the committee. The Vice-President and Chair of the Awards Committee will select a new Chair at the end of the Chair's 3 year term. The Chair will solicit nominations and supporting documentation for all ESA-sponsored awards as appropriate. The Chair shall submit a written report at the final business session at the Annual Meeting.

Section 9. The Insect Detection Committee shall consist of four members, one representing each of the Branch states and Mexico. The purpose of this committee shall be to compile information on new pests, unusual sightings, pest outbreaks, and regulatory actions during the reporting year in their respective states. The Chair shall submit a written report at the final business session at the Annual Meeting.

Section 10. The Linnaean Games Committee shall consist of the Chair, three Judges, Coaches from participating teams, and one Score Keeper. Each member will serve a three-year term and can be reappointed to additional terms as approved by the President. The Chair shall submit a written report at the final business meeting.

Section 11. The Membership Committee shall consist of at least nine members. An effort shall be made to assure representation from each of the Branch states and Mexico and a wide range of entomological interests. The addition of a student member shall be optional. The purpose of this Committee shall be to recruit new members of The Entomological Society of America. Each committee member shall be appointed by the Chair with approval by the President to a three-year term. The Committee Chair shall serve as the representative of the Branch on the Committee on Membership of the Entomological Society of America. The Chair shall submit a written report at the final business session at the Annual Meeting.

Section 12. The *In Memoriam* Committee shall consist of four members that represent each of the Branch states and Mexico. Each member will serve a three-

year term that is staggered so that one member is replaced each year. The Chair shall present the Committee report during the opening session of the Annual Meeting.

Section 13. The Nominating Committee shall consist of the President, Treasurer and the most recent three Past Presidents. The Immediate Past-President shall serve as Chair. The Chair of the Nominating Committee will solicit nominations for the positions of Secretary-Elect, Governing Board Representative and Treasurer from the membership, work with the Nominating Committee to select two candidates for each position, and present these candidates for the position of Secretary-Elect (annually), Governing Board Representative (every 3 years) and Treasurer (every 3 years) to the general membership for vote. The Secretary-Elect and Treasurer shall then be voted upon through an on-line ballot which shall be distributed to all Branch members through the Entomological Society of America online voting portal. The Chair of the Nominating Committee shall report the election results to the Executive Committee and to the membership. The Committee shall, when appropriate, also provide nominees for the Entomological Society of America offices of Representative to the Governing Board and Certification Board Representative. The Chair shall submit a written report at the final business meeting.

Section 14. The Resolutions Committee shall consist of at least three members that are appointed by the Chair and approved by the President. These Committee members may be reappointed. The Committee shall solicit suggestions for resolutions from the membership and those approved by the Committee will be posted at least 24 hours prior to the final business meeting at which time they will be presented by the Chair for adoption by the Branch membership. The Chair shall put forward the committee resolutions for approval by the membership and submit a written report at the final session at the Annual Meeting.

Section 15. The Site Selection Committee shall be composed of five members, with at least one member representing each of the Branch states and the current Secretary. Each member, except for the Secretary, shall serve a four-year staggered term, with the Vice President serving as Chair. The Chair shall announce the site for the next annual meeting and submit a written report at the final session at the annual meeting.

Section 16. The Student Affairs Committee shall consist of at least one student member from each state. Each member shall serve a two-year appointment after a rotational system is established. The student appointed to the Entomological

Society of America Committee on Student Affairs shall be an ex-officio member of the Branch Student Affairs Committee. The Student Affairs Committee shall promote the well-being of students in the Branch and shall organize program session(s) as may be necessary to facilitate student involvement and education. The Chair shall coordinate activities with the Chairs of the Program and Local Arrangements Committees. A Member from the state that is to host the subsequent annual meeting shall serve as Chair of the Committee for the subsequent year. The Chair shall submit a written report at the final business session at the Annual Meeting summarizing committee activity. A student who has graduated during their appointment term may continue to serve as a representative to this Committee for the duration of their two-year appointment.

Section 17. The Student Research Paper and Poster Awards Committee shall consist of ten members and a Chair. The President shall appoint the Chair, who will select the Committee Members so as to achieve discipline diversity and representation from each of the Branch states. Each member will serve a one-year term and can be reappointed to additional terms. The Chair shall submit a written report at the final business meeting summarizing the results of the student awards competition.

Section 18. The Youth Science Committee shall be composed of nine members, with at least two members representing each Branch state, and a Chair appointed to a three-year term by the Branch President. Each member shall serve a three-year staggered term so that three members are replaced annually. The Chair shall reappoint or select new committee members with approval by the President. The Chair shall submit a written report at the final business meeting.

Section 19. The Executive Committee may establish Special Committees at any time as deemed useful to facilitate the operation of the Branch and to foster and promote the purpose of the Branch.

Section 20. The Public Information Special Committee shall consist of at least six members appointed by the Chair annually with approval by the President. The Chair also serves on the Local Arrangements Committee in a liaison capacity. The Committee shall promote the profession of entomology by publicizing entomological information to the public through newspapers, radio, television, etc. The Committee shall work closely with university communication specialists and various media personnel to produce news releases highlighting the annual meeting. The Chair shall submit a written report at the final business meeting outlining accomplishments for the current year.

Section 21. The Executive Committee shall appoint Chairs for Special Committees including the Insect Exposition and Retirees, Spouses, and Guests Special Committees. Chairs of Special Committees will serve one-year terms unless reappointed by the incoming President. The Chairs of each respective Committee shall submit a written report at the final session of the Annual Meeting.

Section 22. Presidential Committees shall be annually established by the President to facilitate the development of the Annual Meeting program and to promote the functions and operations of the Branch.

Section 23. The Local Arrangements Committee Chair for the meeting to be held in the next calendar year shall be appointed by the President. The Chair may, with the approval of the President, select additional members for this Committee. The Committee shall make all arrangements for the Annual Meeting the following year, including hotel and meeting room reservations, aid in registration, be responsible for audio-visual equipment and coordinate a banquet and/or guest program if such activities are desired. The Chair shall submit a written report at the final session at the Annual Meeting.

Section 24. The Program Committee Chair for the meeting to be held in the next calendar year shall be appointed by the President. The Chair may, with the approval of the President, select additional members to the Committee. The Committee shall make all program arrangements for the Annual Meeting in the following year, including the development of an Internet Page and dissemination of a printed program. The Chair shall deliver the completed program to the President not less than two weeks after the deadline for final submissions of papers and posters for the Annual Meeting. The Program Committee should, to the extent practical, provide for a program that represents the entomological work being conducted throughout the Branch, and shall solicit presentations to that end. The Program Committee may also encourage presentations by selected speakers from areas outside the Branch. The Chair shall submit a written report at the final session at the Annual Meeting summarizing programming for the past year.

## Article V *Amendments to BY-LAWS and CONSTITUTION*

Section 1. Changes in these Bylaws and Constitution may be made by a two-thirds vote of the members present at any Annual Meeting or, as needed, through an online voting portal, provided that a notice in writing of the proposed changes shall

have been sent to each active member at least one month before the date of the vote.