

**OPERATING POLICIES OF THE
SOUTHEASTERN BRANCH OF THE
ENTOMOLOGICAL SOCIETY OF AMERICA**

PREAMBLE

The operating policies of the Southeastern Branch of the Entomological Society of America (Branch) were originally detailed in a Branch Constitution and Bylaws. In 2023, by majority vote of the Branch, those documents were retired and replaced by this policy document. Additional policies which may describe the Branch's governing rules are detailed in the governing policies of the Entomological Society of America (Society). Wherever these policies are found to be in conflict, the policies of the Society shall prevail.

ARTICLE I

Branch Objectives

Section 1. The objectives of the Branch shall be as follows:

1. To build and support the next generation of entomologists.
2. To promote and advance the science of entomology and the professional status of entomologists.
3. To encourage a close bond of fellowship and cooperation among members of the Society.
4. To promote and further the interests of the Society.
5. To hold annual meetings, other meetings and conferences when deemed necessary and appropriate.
6. To provide educational advancement opportunities for the members of the Branch.

ARTICLE II

Membership

Section 1. Classes of membership shall be the same as described for the Society.

Section 2. Membership in the Branch is open to any member of the Society in good standing who has been recognized by the Society as a member of the Branch. Members of the Society in good standing may choose to be a member of any Branch.

ARTICLE III

Officers

Section 1. Officers of The Branch described in the Society's governance documents are President, Secretary/Treasurer, and a Representative on the Society's Governing Board. Through this policy document, the Branch also supports the positions of President-Elect and Past-

President as officers. Additional offices may be added by the Branch as needed or desired through the modification of these Policies.

Section 2. The President-Elect shall automatically transition to the positions of President and Past President in successive years. Unless otherwise stated, terms for each elected office begin at the close of the Branch Annual Meeting following a member's election to office and continue until a successor is confirmed.

Section 3. The Secretary-Treasurer shall serve for three years, commencing with the close of the Final Business Meeting following election. The position is eligible for re-election one time.

Section 4. Officers receive no remuneration for their service, though extraordinary and pre-approved expenses incurred may be submitted to the Secretary-Treasurer for reimbursement.

ARTICLE IV

Executive Committee

Section 1. The Executive Committee of the Branch shall consist of the officers of the Branch (President, President Elect, Secretary-Treasurer, and Representative to the Governing Board); the Past-President (or the most recently available former President); and up to three Members-at-Large.

Section 2. The President shall preside at meetings of the Branch, Executive Committee, and other functions germane to the position (i.e., luncheons, banquets, etc.) and shall exercise such powers as are necessary for the direction of the Branch. In case of vacancy in the presidency, the President-Elect, and shall assume the office of President.

Section 3. The President-Elect shall preside at sessions or may be assigned other tasks as designated by the President and shall assume the duties of the President in the latter's absence. In case of vacancy in this office the Member-at-Large to the Executive Committee with the longest tenure of service on the Executive Committee shall assume the office of President-Elect, until a President-Elect is elected by the membership.

Section 4. The Secretary-Treasurer shall serve as the communications and business officer for the Branch. Branch finances will be maintained by the Society staff. The Branch Secretary-Treasurer shall be responsible for ensuring adequate communication with Society HQ staff on matters of budget, the audit, and other financial business and reporting such to the Executive Committee and Branch. The Secretary-Treasurer shall also provide an annual financial report to the Branch membership. The Secretary-Treasurer prepares an annual Branch budget for consideration. The term limit is 3 years and is eligible for re-election one time.

Section 5. The Branch Representative to the Governing Board of the Society shall serve as a liaison officer between the Branch and the Society in the conduct of the business of the Society, and shall report annually to the membership of the Branch on activities of the Governing Board. The term for this position is three years, and the representative may be re-elected once.

Section 6. The Members-at-Large to the Executive Committee shall serve as liaisons between the Branch membership and the Branch Executive Committee. Incumbents shall be ineligible for re-election but may be appointed to fill a vacancy in an unexpired term following his/her term of office.

Section 7. The Officers and the Members-at-Large to the Executive Committee shall be elected by ballot of the members of the Branch with the successful candidate being determined by whichever member(s) receives the greatest number of the votes cast. In the case of a tie, the members of the Executive Committee shall choose the successful candidate from between the tying leaders of the election. The ballot shall be conducted in such a way as to conclude prior to the start of the Branch Annual Meeting. The membership of the Branch will be informed of the result of the election no later than at the Annual Meeting of the Branch. Terms of office begin and end at the conclusion of the Branch Annual Meeting.

The office of the Governing Board Representative will be conducted according to the policies of the Society for national elections.

Section 8. The three-year terms of service of the Members-at-Large to the Executive Committee shall be so arranged that one position concludes each year. If the rotation of terms of office for Members-at-Large falls out of synchronization, the Executive Committee may choose to extend one or more terms of office by one year or more for one Member-at-Large or more so as to resume the desired rotation of terms.

Section 9. No member may occupy more than one office at any time except in the case of temporary appointment by the President with approval of the Executive Committee.

Section 10. A vacancy in the offices of Secretary-Treasurer or Representative to the Governing Board, or of Members-at-Large to the Executive Committee, occurring in the interval between meetings, may be filled until the next annual election by temporary appointment by the President with approval of the Executive Committee.

ARTICLE V

Sections

Section 1. The membership of the Branch is arranged within the sections of The Society.

Section 2. Members of the Branch will affiliate with the Section of the Society that they affiliate with at the National level.

ARTICLE VI

Meetings and Voting

Section 1. The Branch shall schedule future locations for meetings and events in accordance with the financial and practical needs of the Branch. Meeting locations are to be approved by the Executive Committee based upon input from the Local Arrangements Committee.

Section 2. Voting and holding of office shall be limited to Branch members only.

Section 3. The Branch shall hold a meeting of the members of the Branch at least once per year. This meeting may be conducted virtually through Zoom, teleconference, or similar technology. Business affairs of the Branch may be voted upon at said meeting through agenda items or new business raised during the meeting. Quorum for the transaction of business is met by the presence of **10** members of the Branch.

Section 4. Provided quorum is met, a majority of votes cast shall prevail in all matters put to a vote unless otherwise specified by the Branch through operating policies.

Section 5. The Executive Committee may call special meetings and conferences for any purpose relevant to the objectives of The Branch. A special meeting must be announced to Branch members no later than 30 days prior to the meeting.

Section 6. As necessary, the business of the Branch may be decided by an electronic ballot of the members of the Branch, wherein a notice of the matter on which to be voted is provided to the members of the Branch no fewer than 30 days prior to the vote. The Executive Committee is empowered to determine if an electronic ballot serves the needs of the Branch. Electronic balloting should be conducted as consistent as possible with the process by which electronic balloting is conducted by The Society.

ARTICLE VII

Dues and Fees

Section 1. A registration fee may be charged of all persons attending the regular sessions of the Branch Annual Meeting. The amount of the registration fee shall be established by the Executive Committee and be based upon the advice of the Secretary/Treasurer.

ARTICLE VIII
Parliamentary Authority

Section 1. Robert's Rules of Order will serve as the governing mechanism unless these policies and procedures conflict. In that case, the Branch's policies should be followed. Additional policies may be adopted from time to time by the Executive Committee.

ARTICLE IX
Amendments

Section 1. These policies may be amended by a two-thirds vote of the responding members, provided that notice of the proposed changes shall have been sent to each active member at least one month before the date of the vote.

ARTICLE X
Membership

Section 1. All members shall have equal privileges to participate in the affairs of The Branch.

Section 2. The geographic range of The Branch is articulated in the Society's policies.

ARTICLE XI
Committees

Section 1. Committees of The Branch may be established or disestablished as the needs of the Branch change. Unless otherwise specified in Society policies and if willing volunteers are located, Committees shall include the following positions at a minimum:

- A Chair who shall act as leader of the Committee
- A vice-Chair who shall succeed the Chair the following year
- A past-Chair, who served as Chair the preceding year
- Two other At-Large members of the Branch each serving terms of three years, staggered so that they do not conclude in the same year

Vice-Chairs and At-Large members are appointed by the Branch President. Care should be given to ensure that the Committee has a broad representation based on the totality of Branch membership.

If willing volunteers are not found to fill all positions, the Chair of the Committee shall be empowered to temporarily adjust the policies so that the transactions of the Committee and Branch may still be conducted that year.

If a committee member or Chair resigns their Branch membership or otherwise is found to be ineligible, the President may appoint a replacement to fill the remainder of the term and the individual shall be eligible to stand for a full term following the conclusion of that appointment.

Special Committees or Task Forces may be established at any time by the Executive Committee or by the President. Unless specified otherwise in the policies or at the time of appointment, the term of membership on Special Committees or Task Forces shall be one year and should be renewed by subsequent Presidents if the work is not yet completed.

Section 2. The Nominating Committee is charged with seeking candidates for Branch office and committee leadership. The committee shall consist of up to six At Large members. Care should be given to ensure that the committee has broad representation between federal, state, and industry membership. Committee members are appointed by the President upon the advice of the Executive Committee. The term of office is for three years and members may be reappointed one time. Terms should be staggered. The Committee shall annually present to the Branch a slate of nominees for office, consisting of up to three members for each office. A procedure shall be allowed for self-nominations. The membership shall be invited to make nomination suggestions to the Nominating Committee for any of the offices and for Members-at-Large to the Executive Committee for placement on the ballot the following year. In the case of nomination suggestions, consent by the nominee will be required prior to inclusion of their name on the ballot.

Section 3. The Rules Committee shall consist of the Past President and two At Large members appointed by the President. This committee shall ensure that the rules of the Branch are followed and recommend a course of action to the Executive Committee when the Branch is found to be out of compliance with its policies. The Past President shall act as Chair. The term for the At Large members are three years and may be renewed one time.

Section 4. The Program Committee shall consist of up to six At Large members appointed by the President. One member, who shall be appointed as Chair Elect by the President-Elect, will successively annually rotate to the Chair and then past Chair roles. All members may be reappointed one time at the conclusion of their term. The purpose of the committee is to develop the program for the annual Branch Meeting. The committee may poll the membership for program suggestions and shall deliver the completed program to the Secretary-Treasurer or to the printer designated by the Secretary-Treasurer in sufficient time so that members receive the program not less than five weeks prior to the annual meeting. The Program Committee should, to the extent practical, develop a program which represents the broad range of entomological endeavors throughout the Branch and shall solicit presentations to that end. The Committee may also encourage presentations by a few selected speakers from areas outside the Branch. The chair shall submit a written report at the final business meeting summarizing programming for the past year and shall serve as an Ex-Officio member of the subsequent Program Committee.

Section 5. The Local Arrangements Committee shall consist of up to six At Large members appointed by the President during the President's prior year service as President-Elect plus the Secretary-Treasurer. One member, who shall be appointed as Chair Elect by the current President-Elect, will successively annually rotate to the Chair and then past Chair roles. All members may be reappointed one time at the conclusion of their term. The purpose of the committee is to handle the logistics for the Branch meeting, which may be accomplished by working in close coordination with the Society headquarters staff. Logistics shall include, but not be limited to, hotel and meeting room reservations, assisting with on-site registration, securing audio-visual equipment, and supervising a banquet, luncheon and/or Associate's Program if such activities are desired by the membership. The committee shall coordinate closely with the President for the current year's meeting and the President-Elect for the following year's meeting. The Chair shall submit a written report at the final business meeting summarizing Committee activity.

A subcommittee of the committee may be established as needed to investigate possible meeting facilities in the city chosen for the annual meeting as far into the future as is practical for the needs of the Branch. A subcommittee may be established as serves the needs of the Branch to promote the science of entomology through education, particularly in conjunction with the annual Branch meeting. Activities may include, but are not restricted to, development of an Insect-Expo or Festival, workshops for educators to increase integration of entomology units in the classroom, etc.

Section 6. The Member Awards Committee shall be charged with establishing and maintaining selection guidelines and solicitation of nominees for awards to be granted by the Branch, including any Society awards which may be focused on Branch membership. The committee shall consist of up to six members appointed by the President with staggered three-year terms which may be renewed one time. Recipients for Branch awards will be selected by this Committee. Nominees for national awards shall be forwarded to the appropriate national awards Committee by the Branch Committee Chair. The Chair shall submit a written report at the final business meeting summarizing Committee activity.

Section 7. The Student Affairs Committee shall consist of at least eight but not more than twelve members, with no more than one member coming from an 1860's Land Grant University located within each state within the Branch's geographic boundaries, and the remaining members coming from other academic institutions located within the Branch's geographic boundaries or from similar schools located outside of the Branch boundaries, provided the individual is a member in good standing of the Branch. All members should be student members of the Society at the time of appointment or renewal to the committee. Members may be reappointed one time. Terms are set at two years, staggered so that approximately one half of the committee's terms end annually. The President shall appoint a faculty mentor or other post-graduate professional to work with the committee as an advisor. The Mentor's term shall be for five years and may be renewed one time. The student appointed to the Entomological Society of America Committee on Student Affairs shall be an Ex-Officio member of the Branch Committee. The Student Affairs Committee shall promote the well-being of students in the Branch and shall organize program sessions as may be necessary to facilitate student involvement in Branch Activities and education. The Chair shall coordinate Committee activities with the Chairs of the Program and

Local Arrangements Committees. One member from the state which 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 meeting summarizing Committee activity.

Section 8. The Archives Committee shall consist of up to three members, one of whom shall be appointed Historian by the President. They shall serve a five-year term and shall encourage collection and preservation of historical documents and memorabilia of entomology relevant to the Branch, stimulate an appreciation for the history of entomology and encourage scholarly studies contributing to an understanding of the historical role of entomology in American society.

Section 9. The Entomology Games Committee shall consist of three members of the Branch, each serving staggered terms of three years which may be renewed one time. The committee is charged with assembling questions for the Branch's Entomology Games. The committee shall be charged with determining the number of questions needed annually, soliciting appropriate questions to be included in the games, and vetting any questions submitted by members for accuracy and clarity, amending them as needed. As needed, the committee may draft additional questions. The committee will work closely with the Student Affairs Committee to improve the Branch's Entomology Games experience for both the contestants and the audience.