

ENTOMOLOGICAL SOCIETY OF AMERICA
SOCIETY POLICY MANUAL
ESA POLICIES AND PROCEDURES
Updated November 4, 2023

GENERAL GUIDELINES

Purpose of the ESA Society Policy Manual. The purpose of the ESA Society Policy Manual is to explicitly define the policies and procedures that have been established by the ESA Governing Board. The policies and procedures are consistent with and in concert with - **but do not supersede** - the ESA Bylaws. They have been established to assist the Governing Board and Headquarters in their operation of the Society's affairs.

Responsibilities of the Governing Board with Regard to Policies

- a) Policies will be established, reviewed, and amended by the Governing Board.
- b) If a problem or issue is identified by the Governing Board, staff, a committee, or an individual, the key elements are identified, and the policy drafted by the same body or by an individual or group appointed by the President. The policy draft is disseminated to the Board for input and revision.
- c) The Governing Board adopts and amends policy by majority vote and disseminates as appropriate. After policy and any accompanying rules are implemented, the policy's effectiveness is evaluated periodically by the Governing Board.
- d) The board is empowered to meet and conduct business virtually through both email and teleconference as needed. When meetings are not held in person, to the extent possible, reasonable processes should be developed by the board that replicate in-person business processes.

Robert's Rules of Order. Robert's Rules of Order will serve as the governing mechanism unless these policies and procedures conflict. In that case, the policy should be followed. The board is empowered to meet and conduct business virtually through both email and teleconference as needed. When meetings are not held in person, to the extent possible, reasonable processes should be developed by the board that replicate in-person business processes.

Process: These Policy and Procedures were created on 6/4/2018 by the Governance task force in conjunction with the Bylaws review and revision. The document was submitted to the Governing Board for their review, amendments, and approval on 6/19/2018. The manual is intended to be constantly available to the ESA membership for reference. It is recommended that the manual be updated annually, as needed, by the Governing Board. Additional business practices of the board may be detailed in a Standard Operating Procedures Manual.

MEMBERSHIP

The Society offers the following categories of membership:

Regular Member. Any person who meets the requirements set forth in the ESA bylaws.

Honorary Member. Honorary membership may be conferred on Members and Emeritus Members in good standing who have had significant involvement in the affairs of The Society. If the number of Honorary Members reaches one percent of the total membership, the Society may elect only one honoree per year until such time that the total number of honorees is less than one percent of the total membership.

Emeritus Member. Members who are in good standing and who have retired from active professional service with 15 consecutive, or 20 cumulative years of membership may apply to the Governing Board for Emeritus Member status. Emeritus Gold status is available for those who have reached 75 years of age.

Student Member. Any person who is enrolled at least half-time as a student in an educational institution may apply to become a Student Member.

Early Career Professional Member. Members who are no longer students but remain within five years of their terminal degree. There are two subcategories included in this category, with members progressively moving from one to the other as they renew:

- **Student Transition Member.** A discounted membership for those who have just completed their terminal degree. Available for two years after graduation.
- **Early Professional Members.** A discounted membership for those within five years of graduation.

President's Circle Member. A sub-category of membership with an increased fee that can be used to support the membership of someone anywhere in the world who might not otherwise be able to join the Society.

Family Members. A sub-category of membership for members in the same household that allows for a savings on dues by consolidating membership.

Developing Country Members. Dues are the same as the student rate for members from countries that qualify for the Society's free access journal program.

Membership Dues. Membership dues will be determined through the annual budgeting process and dues payment is due by January 1.

SECTIONS

The Society membership is organized by subject matter-oriented Sections to advance the purpose of The Society and their own Section agendas. A member is invited to affiliate with any number of Sections. The ESA sections include:

- Systematics, Evolution, and Biodiversity
- Physiology, Biochemistry, and Toxicology
- Medical, Urban, and Veterinary Entomology
- Plant–Insect Ecosystems

Sections will be governed as outlined below:

Officers. The Governing Council of each Section consists of elected officers to include: President, Vice President, Vice President-Elect, Past President, Treasurer, and Representative to the Governing Board of The Society. Section Governing Councils may identify and appoint additional members, including a Secretary of the Section.

Section officers are elected by members of The Society who are on record as belonging to that Section in a ballot provided concurrently with the election for officers of The Society. Nominations of candidates for election will be solicited from all members of the Section according to procedures adopted by the Section.

A vacancy in the office of Section Representative on the Governing Board will be filled by appointment by the President of the Section, and the appointee will serve until the term expires or a successor is elected. A vacancy in the office of the Vice President will be filled by the Vice President Elect, if the Section has one, and by appointment of the President of the Section if there is no Vice President Elect. A vacancy in the office of the Vice President Elect, Treasurer, or other officer positions will be filled by appointment of the President of the Section.

Sections at their request can be represented on designated editorial boards, committees, and other boards and councils of The Society as provided elsewhere by the Bylaws.

Activities of Sections. Sections hold at least one business meeting per calendar year and may hold other meetings or conferences at the call of the President of the Section and approval by the Section Governing Council. Sections may put forward proposals and develop program activities for the Annual Meeting of The Society.

Sections do not charge dues but may charge fees to directly support the agenda and activities of Sections with the approval of Section membership.

BRANCHES

The Society membership is organized by geographic Branches to advance the purpose of the Society and their own Branch agenda. The default membership of a Branch is those Society members whose membership addresses lie within the boundaries of the Branch and members who do not designate a Branch at the time of their joining or renewing will automatically be placed into the appropriate geographic Branch. However, Society members may elect to choose a different Branch or more than one Branch by notifying ESA staff. Members belonging to more than one Branch may be asked to pay an additional fee.

The ESA branches include:

- Eastern Branch
- North Central Branch
- Pacific Branch
- Southeastern Branch
- Southwestern Branch
- International Branch

Branch Boundaries. The Eastern Branch is composed of Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia in the United States; and New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario (East of 80 degrees longitude), Prince Edward Island, and Quebec in Canada.

The North Central Branch is composed of Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin in the United States; and Manitoba, Nunavut, and Ontario (West of 80 degrees longitude) in Canada.

The Pacific Branch is composed of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming in the United States; Alberta, British Columbia, Saskatchewan, Yukon, and Northwest Territories in Canada; Baja California, Baja California Sur, Sinaloa, and Sonora in Mexico; and American Samoa, the Federated States of Micronesia, Guam, Johnston Atoll, Commonwealth of the Northern Mariana Islands, Midway Islands, and Wake Island.

The Southeastern Branch is composed of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee in the United States; Puerto Rico; and the United States Virgin Islands.

The Southwestern Branch is composed of Oklahoma, New Mexico, and Texas in the United States; and all of Mexico excepting Baja California, Baja California Sur, Sinaloa, and Sonora.

The International Branch is composed of all global territories not included in the other Branches.

Branches will be governed as outlined below:

Officers of Branches. The officers of each Branch include, at a minimum, a President, Secretary/Treasurer, and Representative on the Governing Board of The Society.

The Representative on the Governing Board is elected by ballot, to be distributed to members of The Society who are on record as belonging to the Branch, concurrent with election for officers of The Society. Nominations of candidates for election will be solicited from all members of the Branch according to procedures adopted by the Branch. Vacancy in the office of Branch Representative on the Governing Board will be filled by appointment by the President of the Branch, and the appointee will serve until the term expires or until a successor is elected. If the

Branch has policies to handle vacancies, those should be followed. If not, vacancies in officer positions shall be handled in the same manner as described for vacancies in officers of the Sections.

Activities of Branches. Branches may hold meetings or conferences at the call of the President of the Branch. Branches will hold at least one business meeting per calendar year.

Branches do not charge dues, but they may charge registration fees for meetings and charge for materials and other services or products related to Branch activities.

Representation. Branches at their request can be represented on designated editorial boards, committees, and other boards and councils of The Society as provided elsewhere by the Bylaws.

FUNDS OF THE SOCIETY

Dues. The Governing Board may delegate elements of financial management to Sections and Branches, including responsibility to collect and disburse monies as specified through policies of The Society.

Membership dues shall be established by the Governing Board, subject to approval by ballot of the members of The Society. However, The Governing Board may make an adjustment in dues once each year, not to exceed the percentage increase in the Consumer Price Index for All Urban Consumers (CPI), or a successor index, for the preceding calendar year. The Governing Board may postpone an allowable adjustment for one year and combine it with an allowable adjustment for the following year. The Treasurer shall provide recommendations to the Governing Board for dues adjustment.

Members whose dues are not paid for the current year are not in good standing.

Registration Fees. Registration fees for the Annual Meeting of The Society and special meetings of The Society shall be set by The Governing Board upon recommendation by the Treasurer.

Subscription Fees. All fees for periodical and other publications of The Society shall be set by the Governing Board upon recommendation by the Treasurer.

Restricted Funds. Reserve, restricted, donor-restricted, named, and endowment funds may be established by the Governing Board. Expenditures from any such funds shall follow policies established by the Governing Board.

Management. The Governing Board may establish or engage entities for the purpose of managing or enhancing the resources of The Society.

COMMUNICATIONS

Publications Council. The Publications Council oversees the health and success of the ESA publications program, including the financial health of each publication; oversees the recruitment and appointment of new Editor(s)-in-Chief (EIC); sets strategic goals and metrics for the publications enterprise and provides oversight to ensure that goals are met; identifies opportunities for growth and improvement of the ESA publications program; and sets overall policy for ESA publications.

The Publications Council will include the Vice President-Elect and Vice President of the Society, one representative elected from each of the ESA Sections, and six at-large members appointed by the President of the Society. The Vice President of the Society will serve as Publications Council chair.

Section representatives are elected by their Sections in the same manner as Section officers and serve a four-year term. Terms of Section representatives are overlapped so that one representative is elected each year. If a vacancy occurs in a Section representative position, the President of the Section will appoint a successor to serve for the remainder of the term.

At-Large appointments by the President will be for four-year terms. The at-large membership of the Publications Council will be composed with broad representation in mind, particularly in terms of Section and career-stage representation and shall include at least one former EIC of the ESA journals.

A person may not be elected or appointed to the Publications Council for more than two consecutive four-year terms.

Editors. Unless otherwise provided, each publication of The Society will have an EIC or co-EIC appointed by the Governing Board. EICs will be selected through a search process led by a search committee made up of two Publications Council members and two subject editors, chaired by the Vice President-Elect of the Society. If multiple EIC searches are concurrent, the Vice President may chair one or more of the search committees rather than the Vice President-Elect. At the end of the search process, the search committee will make a final recommendation for the Governing Board's approval.

Each Editor serves for an initial term of four years and may serve a second four-year term if approved by the Publications Council, based on the EIC's success in meeting the goals set for their journal. The second term may be set to a shorter time if approved by the Publications Council. The Publications Council will evaluate each EIC annually. In the event of an unsatisfactory review, the Publications Council will work to coach that EIC to improve their performance. If the EIC's performance continues to be unsatisfactory, the Publications Council can recommend to the Governing Board that the EIC be replaced, through a majority vote of the Council. If this recommendation is approved by a majority of the Governing Board, a search for a new EIC will be launched.

Each publication is also served by associate or subject-matter editors. Subject editor appointments are recommended by the EICs and approved by the editorial board of the journal.

Each publication will have an editorial board comprised of up to six subject editors, with the EIC as chair. The editorial board will be responsible for the journal's operational success. Editorial board members are selected from among the subject editors of the journal by the EIC. Each editorial board member will serve a three-year term. A subject editor may serve two consecutive three-year terms on the editorial board, but no more than three terms total.

The Books Editorial Board will follow a similar format, except instead of being filled with subject editors, the board will consist of four members, one appointed by each Section's president.

Newsletter. The Newsletter carries Society news. The Newsletter does not have an editorial board.

Annual Meeting. The Society organizes an Annual Meeting to include, but not be limited to, the exchange of scientific information.

ESA COMMITTEES

Purpose, Establishment, and Constitution. In addition to the three Standing Committees defined in the Bylaws (Finance, Audit, and Ethics and Rules), other Committees are established by policy of the Governing Board to conduct important business functions for the Society. Unless otherwise indicated, members of Committees serve for terms of three years each. Terms commence at the close of the Annual Meeting of The Society and are arranged so that approximately one-third will expire each year. When a new committee is established, the Governing Board determines the terms for each newly elected or appointed member and designates the Chair and Vice Chair. Suggestions for new committees may be sent to the Governing Board for consideration by the Sections, Branches or by a signed petition of 10 members. Unless stipulated otherwise by the Governing Board, all committee members of all ESA committees should be ESA members in good standing.

Committee on Annual Meeting Program. The Annual Meeting Program Committee consists of the President and Vice President of each Section and/or designate(s) and six Committee officers: two vice-chairs, two chairs, and two past chairs. The vice-chairs are appointed by the Vice President of The Society and serve in succeeding years as chairs and past chairs. The chair of the Student Affairs Committee serves as the student representative to this Committee. The purpose of this Committee is to meet the goals of the Annual Meeting, in part by arranging the program.

Committee on Awards and Honors. The Committee on Awards and Honors consists of a representative from each Section and each Branch. The purpose of this Committee is to oversee the awards program of the Society and to facilitate recognition of outstanding achievement in entomology for the Society, exclusive of the ESA Fellows and the Honorary Membership, which are overseen by the Governing Board and the Honorary Member Judging Panel, respectively.

Committee on Awards and Honors Canvassing. The Committee on Awards and Honors Canvassing consists of six At-Large members and three members representing the Diversity, Equity, and Inclusion Committee, the Early Career Professionals Committee, and the Student Affairs Committee. The purpose of this committee is to be a champion for all honors and awards of the Society. The committee will encourage the nomination and recognition of diverse candidates to reflect the full scope and breadth of the membership within the discipline.

Committee on Common Names of Insects. The Committee on Common Names of Insects consists of nine At-Large members. The purpose of the Committee is to review proposals for common names and recommend names to be used in publications of The Society for approval by the Governing Board.

Committee on Diversity, Equity, and Inclusion. The Committee on Diversity, Equity, and Inclusion (DEI) is open to any member, subject to approval of the President. ESA's Strategic Principles state, "ESA has a social responsibility to develop all of its members." ESA's Outcome Statement includes: "To increase the diversity and satisfaction of members and customers as well as the value provided to them." To determine how ESA can best meet these principle and outcome statements and to support diversity and inclusion within ESA and within the science, ESA's Governing Board established this Committee in July 2015. The Committee proposes resources, programs, and services that will maximize DEI support among ESA members and increases the cultural competency of ESA members. The committee includes a representative from each Section and each Branch. Members of this committee serve terms of two years.

Committee on Early Career Professionals. The Early Career Professionals Committee was created to conceive and execute any specific needs that are not being met through other measures. The Committee is also a vehicle for recognizing the perspectives of and experiences of the Student Transition and Early Professional population and helps develop our next generation of ESA leaders. The Committee on Early Career Professionals consists of one representative from each Section and Branch, who are Student Transition or Early Professional Members at the time of appointment to the Committee.

Committee on Education and Outreach. The Committee on Education and Outreach consists of one representative from each Section and Branch. The President appoints one student member liaison to the Committee. The purpose of this Committee is to provide leadership and guidance to The Society in entomological education and outreach.

Committee on Entomology Games. The Entomology Games Committee is charged with oversight of the Games each year at both the Branch and Societal level, with consistent rules and procedures and fair and interesting questions. In addition to a representative from each Branch and Section, the Committee will include the Society's Gamesmaster, the Gamesmaster from each Branch, and a representative from the ESA Governing Board.

Committee on the Insect Calendar. The Committee on the Insect Calendar consists of seven at-large members who are appointed by the President of The Society. The purpose of the

Committee is to gather, evaluate, and select photos for the annual ESA World of Insects Calendar.

Committee on Leadership Development. The Committee on Leadership Development consists of three At-Large members and three members representing the Diversity, Equity, and Inclusion Committee, the Early Career Professional Committee, and the Student Affairs Committee. The purpose of this committee is to encourage and develop current and future leaders for Society-wide service through programming, outreach, and mentoring. The committee will support the development of diverse candidates for office who have the skills, knowledge, and networks for service at a variety of Societal levels.

Committee on Science Policy. In keeping with ESA's strategic principles to increase our profession's full potential by increasing The Society's influence, the Governing Board formed the Science Policy Committee. With the immediate past president of ESA serving as Chair, the committee works closely with the Governing Board and ESA's advocacy firm in Washington DC to set The Society's public policy agenda. The committee includes a representative from each Section and each Branch, a student representative, the past Chair, and two At-Large members, one of whom also serves as the Subject Matter Expert to the EPA-Office of Pesticide Programs. The Student Representative and At-Large members are appointed by the Chair.

Committee on Student Affairs. The Committee on Student Affairs consists of one representative from each Section and Branch, who are Student Members at the time of appointment to the Committee. Members of this committee serve terms of two years. The purpose of this Committee is to stimulate interest in student participation in The Society, and to advise the Governing Board on matters of interest to Student Members.

PRESIDENTIAL COMMITTEES AND TASKFORCES

Purpose, Establishment, and Constitution. The ESA president has the authority to convene a one-year committee or taskforce to address an issue of pressing need. These committees are convened upon receipt of a charge letter from the president, and their work ends at the close of the Annual Society Meeting. Some Presidential Committees are carried forward by successive presidents.

Better Common Names Project. This Task Force is comprised of an unlimited number of individuals appointed by the President. There are no terms of office. The purpose of the task force is to review names included on the Common Names of Insects and Related Organisms database and recommend changes for any names that do not comport with the Society's strategic principles. Task Force members do not need to be ESA members but should have demonstrable systematic expertise or other relevant skills.

Biodiversity Task Force. The Biodiversity Task Force is charged with exploring the broad topic of biodiversity declines and, especially, insect declines. The task force shall explore the literature on the subject, consider the role that the Society plays, and may recommend policy updates to the Governing Board.

BUSINESS MEETINGS

While the Society will not hold an annual business meeting, Members are allowed to petition for a business meeting. Petitions must be signed by a minimum of 100 members.

Members desiring to start a petition will be directed to use Google Docs or a similar online document hosting service to create a petition form that they can distribute via email.

Once a petition is complete, the Governing Board will schedule the meeting and provide members a minimum of 20 days' notice of the meeting. The President will determine if the business meeting should be held online or in person unless the petition specifies.