

**SOUTHWESTERN BRANCH OF THE
ENTOMOLOGICAL SOCIETY OF AMERICA**

COMMITTEES AND STANDARD OPERATING PROCEDURES

SECTIONS APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

The Southwestern Branch of the Entomological Society of America serves New Mexico, Oklahoma, Texas and parts of Mexico. The Branch operates under the Constitution and By-Laws (http://swbesa.tamu.edu/constitution/constitution_704.pdf). This document is subject to change only by approval from the members participating in the final business meeting held at the Annual Branch Meeting. Standard Operating Procedures (SOPs) are developed by Committee Chairs and are regarded as working documents to enable new Chairs and members to become familiar with the goal(s) and annual tasks of the committee(s) on which they serve. Changes to the SOP are made only with approval from the Executive Committee. The following documents include text boxes citing appropriate sections from the Constitution and By-Laws, followed by SOP information.

OFFICERS AND THEIR DUTIES

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

PRESIDENT

By-Laws ARTICLE II, 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 that person 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.

Standard Operating Procedures

At the Annual Meeting:

- The President conducts preliminary and final business meetings and presides over approving invoices for payment to conference facilities provider
- The President presides over the Awards Ceremony and presents awards to Society members and winners of the Student Paper and Poster Competition along with the Chair of that Committee and current President of the Society of Southwestern Entomologists. This procedure may be modified when the Annual Meeting is held in Mexico.
- The President meets with Chair of the Resolutions Committee prior to the final business meeting and, if necessary, discusses resolutions to be presented with the Executive Committee
- The President assures current Committee Chair appointments and secures Committee oral and written reports to be presented at the final business meeting at the Annual Meeting
- The President presents a report of the Executive Committee orally and in writing at the final business meeting of the Branch
- When the meeting is to be held in Mexico, the President will coordinate with the President and members of the Mexicano de Entomologia to help arrange for early locations and make arrangements for the Annual Meeting
- When the national meeting of the Entomological Society of America (ESA) is to meet within the geographical boundaries of the Southwestern Branch, the Annual Meeting will be held in conjunction with the national meeting, thereby changing many of the activities and Committee functions (particularly the Program and Local Arrangement Committees) described herein

President's tasks:

- Soon after becoming President at the Annual Meeting, the President will appoint new Program Planning Committee and Local Arrangement Committee Chairs and work with them through the year to plan for the next year's Annual Meeting, usually held sometime from January through March (February 28 through March 2 has proven to be good for member participation)

- The President will review all Committee Chairs and approve members to assure proper functioning of all Standing and Special Committees, and has the option of developing Presidential Committees as necessary
- With the Local Arrangement Committee Chair, the President helps seek bids and select a site for the next Annual Meeting using specifications provided from previous year's activities and credit report(s)
- With the Program Planning Committee Chair, the President assures timely planning for the Annual Meeting, including sending and posting on the Branch internet site the "President's letter" announcing the meeting and call for paper/poster submissions (around Nov. 1), developing program sessions and events (Insect Expo, spouses and retirees programs, plenary session, student paper and poster sessions, student mixer, concurrent sessions, symposia, awards banquet, preliminary and final business meetings for both the Southwestern Branch and the Society of Southwestern Entomologists); Note: For Annual Meetings held in Mexico may not have Insect Expo, and retirees, spouses and guest functions may need to be designed to accommodate participants from different countries in the best manner possible.
- The President develops the agenda and conducts all meetings of the Executive Committee and sends a formal announcement of each meeting to Executive Committee members for travel approval prior to each meeting not associated with the Annual Meeting.
- The President calls for at least one planning meeting consisting of the Executive Committee, the Program Planning Committee and the Local Arrangements Committee, generally in November or December
- The President will assure maintenance of the <http://swbesa.tamu.edu> internet site and the capacity for paper/poster submissions and program development
- The President will help solicit donations from private sources for the Annual Meeting and Insect Expo
- The President informs the Vice-President of day-to-day activities to keep him/her informed in case the President becomes unavailable and to develop expertise for the following year's activities
- The President signs certificates for the Youth Science Committee as requested
- The President attends ESA Governing Board meetings should that person be unable to attend, or assigns an appropriate substitute from the Executive Committee
- In November or December, the President should contact Committee Chairs to verify current members, solicit reports for the final business meeting and have Committees review the Standard Operating Procedure documents herein to identify needed changes and update for submission to the Executive Committee for approval prior to the Branch meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist

VICE-PRESIDENT

By-Laws ARTICLE II, 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.

By-Laws ARTICLE IV, Section 8. The Awards Committee shall consist of nine members of the Branch in good standing. Each member will serve a three-year term. Terms will be staggered so that each year three members will rotate off the committee. Each year, prior to the Annual Meeting, the Vice-President and Chair of the Awards Committee will select a new Chair. 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 meeting.

Standard Operating Procedures

- The Vice-President participates in all Executive Committees as a voting member
- The Vice-President select the Chair of the Awards Committee
- The Vice-President follows follows closely the President’s activities in the operation of the Branch in preparation for the following year
- At the end of the term served, submits preserved appropriate documents to the Branch Archivist

SECRETARY/TREASURER

By-Laws ARTICLE II, Section 3. It shall be the duty of the Secretary/Treasurer to make the necessary financial arrangements, as directed by the President, for the Annual Meeting of the Branch, 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/Treasurer shall collect all monies due; pay all bills incurred by the Branch, and perform such duties as may be assigned. The Secretary/Treasurer’s account shall be audited bi-annually by the Audit Committee. The Secretary/Treasurer 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/Treasurer, the Secretary/Treasurer-Elect shall assume the duties of the Secretary/Treasurer.

Standard Operating Procedures

- Upon the completion of the final business meeting of the Annual Meeting, the new Secretary/Treasurer will work with the previous Secretary/Treasurer to pay all invoices to the facility provider and obtain guidance for the next year’s activities
- Upon final approval of “the books” by the Audit Committee (usually in May or June), the new Secretary/Treasurer will obtain all accounting records, archives and acquire new checks in his/her name
- The Secretary/Treasurer will review pre- and on-site registration forms to make any needed adjustments for the next year’s Annual Meeting; for Annual Meetings held in Mexico or other locations where potential participants (e.g., students, professional entomologists) are being encouraged to participate, consider reduced “introductory” registration fees to attract

their participation (see Membership Committee)

- The Secretary/Treasurer collects all Annual Meeting pre- and on-site registration fees and helps arrange for volunteers to assist in on-site registration, accounting for all transactions including a separate accounting for Insect Expo and Annual Meeting donations, completing attendance figures for the national ESA office after the meeting to access the check donated to the Branch for member participation
- The Secretary/Treasurer takes minutes at all Executive Committee meetings as well as the Plenary Session at the Annual Meeting, and thereafter develops minutes of the Annual Meeting (preliminary and final business meetings including all committee reports and plenary session) for posting on the Branch internet site and submission to the ESA national office
- The Secretary/Treasurer maintains membership lists provided by the national ESA office and the capacity to reach members through e-mail listings and mail, and considers developing supplementary lists of former members, related industries, and other personnel interested in participation in Annual Meetings in a timely manner (usually 1 to 2 months following the Branch meeting)
- See Youth Science Committee Standard Operating Procedures: In the past, the Branch has authorized a budget of \$1000.00 for the Youth Science Committee to provide prizes (book, cash award, and certificate), and the Committee seeks donations that should be accounted for separately as are funds involved in conducting Insect Expo
- The Secretary/Treasurer assures maintenance of the non-profit, tax-free legal status of the Branch
- The Secretary/Treasurer serves on the Site Selection Committee and provides input for the location of the Branch meeting in the year that person serves as President
- During the Annual Meeting, the Secretary/Treasurer oversees the registration process, bookkeeping, and attends Executive Committee meeting, Plenary Session, Awards Banquet and final business session to take minutes.
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist

SECRETARY/TREASURER-ELECT

By-Laws ARTICLE II, Section 4. The Secretary/Treasurer-elect shall assist the Secretary/Treasurer other members of the Executive Committee in conducting the general business of the Branch.

Standard Operating Procedures

- The Secretary/Treasurer-Elect accompanies the Secretary-Treasurer at the Branch meeting to become familiar with the meeting registration process, and attends the final review of the review of invoices at the end of the Annual Branch Meeting

REPRESENTATIVE OF THE GOVERNING BOARD

By-Laws ARTICLE II, Section 5. 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 (ESA Bylaws, Article III, Section 2). The incumbent shall be ineligible for re-election except to fill a vacancy in an unfinished term prior to or following his/her period in office (ESA Constitution, Article III, Section 1).

Standard Operating Procedures

- The Representative participates in all business brought before the ESA Governing Board on behalf of the Branch and interacts with Branch Officers
- The Representative represents Branch issues and concerns to the ESA Governing Board
- The Representative attends and participates in the Annual ESA Governing Board Business Meeting (traditionally in conjunction with the Annual ESA Meeting, but not mandated to be so) and the summer ESA Governing Board Meeting (typically May or June), in addition to other business throughout the year conducted remotely through electronic communications
- The Representative submits oral and written reports to the Branch membership at each meeting of the Branch (except when held in conjunction with the National Meeting of ESA)
- Because the ESA primarily functions through actions taken by the Governing Board on formal motions, the Representative facilitates matters by participating in this relatively transparent process
- The Representative discusses with Branch members as appropriate and votes on each issue (i.e., details of ESA budgeting, programming, publication, and other issues) to best serve the interests of the Branch
- At the end of the term served, submits preserved appropriate documents to the Branch Archivist

PAST-PRESIDENT

See By-Laws ARTICLE IV, Section 13.

Standard Operating Procedures

- The Past-President serves on the Executive Committee for one year
- The Past-President serves as Chair of the Nominating Committee for one year and as a Member for the 2 years thereafter
- At the end of the term served, submits preserved appropriate documents to the Branch Archivist

EXECUTIVE COMMITTEE

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

Constitution ARTICLE IV

Section 1. The President, immediate Past-President, Vice-President, Secretary/Treasurer, Secretary/Treasurer-Elect, 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 the membership at an Annual Business Meeting, or at a Special Meeting of the Branch, or by mail or electronic ballot.

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

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.

By-Laws ARTICLE II

Section 6. 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.

By-Laws ARTICLE IV

Section 3. Each Standing Committee shall develop objectives and operational procedures, which shall be reviewed, revised where appropriate, and approved by the Executive Committee. Any special or presidential committee established for more than two years shall develop standard operating procedures that shall be approved by the Executive Committee.

Standard Operating Procedures

- The Executive Committee will review and approve Standard Operating Procedures submitted by Committee Chairs (See By-Laws, Article IV, Section 3, above)
- The Executive Committee will review registration fees and establish documentation to justify and/or recover expenses of the Branch (i.e., Insect Expo)
- The President will make a report of Executive Committee activities at the final business meeting of the Annual Branch Meeting

PRESIDENTIAL COMMITTEES

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

LOCAL ARRANGEMENTS COMMITTEE

By-Laws ARTICLE IV, 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 and other presentation equipment and coordinate a banquet and/or guest program if such activities are desired. When the Annual Meeting is to be held in Mexico, the Chair will work closely with members of the Mexicano de Entomologia to help make arrangements. The Chair shall submit a written report at the final business meeting.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Elizabeth 'Wizzie' Brown

- The Chair of the Committee, appointed by the President, shall serve for a term of two years (year 1 as active Chair, year 2 as a consulting resource person)
- The Chair of the Committee shall attempt to select members to achieve a fair representation from the Branch, including one member of the Student Affairs Committee
- The Local Arrangements Committee is responsible for making all necessary arrangements for the Annual Meeting and associated events
- The Committee should also help other committees as needed as a point of contact for the meeting area (i.e., Insect Expo, Spouse, Retiree, Guest, Public Relations Committees)
- The Local Arrangements Committee shall consist of 3-6 members and a Chair. The President of the Southwestern Branch of the Entomological Society of America for the year of the meeting shall select the Chair of the Committee; when the Annual Meeting is to be held in Mexico, the Chair will also consist of members of the Mexicano de Entomologia to help make arrangements.
- The Chair of the Committee will use e-mail, mail or telephone messages to contact the members of the Committee as needed throughout the year

Duties of the Committee to plan for Annual Branch Meeting:

- Check with area Convention and Visitor's Bureau or Chamber of Commerce to see if they can help with hotel arrangements; locate area hotels that will meet qualifications for the conference
- Conference needs (not accounting for Insect Expo) are as follows:

a. Two days before meeting begins a room to hold ~15 for Southwestern Branch-ESA Executive Committee Meeting

b. Day before meeting begins requires a foyer area for registration, a room to hold committee of ~6 for Society of Southwestern Entomologists Executive Committee Meeting, a room to hold ~65 for Society of Southwestern Entomologists general business meeting and an area for ~50 for the student mixer.

c. Day 1 requires a foyer area for registration, a room to hold posters and refreshments for duration of conference, a small area/ room for job opportunities for duration of conference, a large seating area to accommodate ~200 to be split in half for afternoon breakout sessions, an area to accommodate Linnaean Games and a large banquet area for banquet and awards program; arrangements may require modification in certain sites such as when the Annual Meeting is held in Mexico.

d. Day 2 requires a foyer area for registration, a room to hold posters and refreshments for duration of conference, a small area/ room for job opportunities for duration of conference, 2 rooms to accommodate ~ 60 each for breakout sessions, an area to accommodate Linnaean Games

e. Day 3 requires a room to accommodate ~40 for final business meeting

- When choosing possible locations, take into consideration how the majority of attendees will be traveling (by car or airplane): Is there ample parking? What are parking fees? Is there a shuttle to and from the airport? How much does airport shuttle cost? These expenses shall be conveyed to the membership well in advance of the meeting
- Once hotels are narrowed to those that can accommodate the meeting, look at the hotels and narrow to about 3-7 to look at with Southwestern Branch President and Local Arrangements Committee; special accommodations may be necessary, particularly when planning a meeting in Mexico where travel costs may be prohibitive for participating members
- Contact President and Local Arrangements Committee and choose a day to look at hotels; The Program Chair may also want to attend; special accommodations may be necessary, particularly when planning a meeting in Mexico where travel costs may be prohibitive for participating members
- Contact sales department at each of the selected hotels and set up dates and times for meetings; meet with sales department at chosen hotels to tour conference facilities and guest rooms at each hotel; take information regarding possible meeting dates (typically meeting is held the end of February/ beginning of March), general meeting flow (activities), number and size (accommodating approximate numbers of people) of conference rooms needed each day of the conference, approximate numbers of guest rooms needed for each night of the conference as well as approximate costs for refreshments during meeting and the banquet
- Things to consider before deciding on a hotel:
 - a. What are the dates of other ESA Branch meetings and the Mexicano de Entomologia ? (Do not conflict with the dates, because the ESA President travels to each Branch meeting)
 - b. What are dates of any state-mandated testing for primary and secondary schools? (Do not schedule meeting to coincide with these tests or Insect Expo cannot be held for area school children); review potential conflicts when meeting in Mexico
 - c. Executive Committee, Program Committee and Local Arrangements Committee will need to meet at the hotel approximately 2 months prior to the meeting to perform a walk through

and make final plans for meeting; will the hotel provide complimentary rooms for this meeting? Special accommodations may be necessary, particularly when planning a meeting in Mexico where travel costs may be prohibitive for participating members (i.e., some motels provide “virtual tours” on-line)

d. How many rooms in the room block will allow for complimentary rooms during the meeting? Typical Room Block Numbers (if Insect Expo is held Monday and meeting runs Tuesday through Thursday): Sunday - 15; Monday - 60; Tuesday - 80; Wednesday - 20

e. Try to keep room rates close to allowable cost for state travel

f. Food and banquet typically costs \$5,500.00-7,500.00

g. Tell sales department the Southwestern Branch-ESA is a tax-exempt organization and provide the necessary paperwork (Note: Not applicable in Mexico)

- Decide with President and Committee members (and Mexicano de Entomologia members when applicable) which hotels would best fit the needs for the meeting; contact sales department of the chosen hotels and obtain bids
- Once bids are obtained, decide along with President and Committee (including members from Mexicano de Entomologia when applicable) which hotel is best taking into consideration costs associated with meeting; contact hotels to accept/decline bids
- Contract with Conference Provider is signed by the President on behalf of the Branch
- The Committee participates in Executive Committee Planning Meeting to make finalized plans and walk through the meeting about 2 months prior to the meeting (usually in November or December); during this meeting, meet with a hotel representative to arrange all food and beverages for the meeting and, make arrangements for the student mixer and awards banquet to be held during the conference; modify procedures as appropriate when meeting in Mexico
- Identify **all** AV equipment needs and acquire equipment needed for the meeting; reduce conference costs by providing as much of the AV equipment as possible via meeting participants; assure equipment compatibility
- Work with Secretary/Treasurer to arrange credit card or billing authorization with Conference Provider

Duties of the Committee during the Annual Branch Meeting:

- Daily, check each event to ensure everything is running smoothly; handle any issues that may arise
- The Chair will provide a Committee report at the final business meeting
- Review invoices from Conference Provider with the Secretary/Treasurer and Secretary/Treasurer-Elect to finalize billing; have Provider send bill to the Secretary/Treasurer, so organization can build credit and references
- Assist the next year’s Local Arrangements Chair as needed.

Miscellaneous Items:

- Locate and acquire a bid for 4 by 8 ft “free-standing display boards” (each accommodates four 4 x 4 ft. posters) from an agency specializing as a Convention Provider (reserve the display boards once both meeting dates and location are identified); boards may not be available when meeting in Mexico and may need to be imported or plans modified to accommodate poster displays
- Help with Insect Expo by providing possible sites to hold Insect Expo as well as area school

districts and school calendar year information to Insect Expo Chair, considering both site size requirements as well as table and chair rental needs; special considerations, including cancellation of this event, should be made when meeting in Mexico

- Provide possible tour information to Committee Chair for spouses, guests and retirees activities
- Create list of local attractions and restaurants to post on internet site, or post link to local Chamber of Commerce/Visitor's Bureau
- Arrange for industry exhibits during the meeting
- At the end of the term served, submit preserved appropriate documents to the Branch Archivist

PROGRAM COMMITTEE

By-Laws ARTICLE IV, 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 two weeks after the deadline for final submission 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 business meeting summarizing programming for the past year.

Standard Operating Procedures

To be developed (No response, suggestions below)

- The Program Committee is appointed by the President and serves a one year term
- The Chair selects 2 or more members with approval by the President, with one member being a member of the Student Affairs Committee (Note that the Public Information Committee chair serves on the Local Arrangements Committee in a liaison capacity)
- The Program Committee must work closely with the President and the Executive Committee, Local Arrangements Committee, Linnaean Games Committee, Insect Expo Committee, Student Research Paper and Poster Awards Committee and the Spouse and Guest Activity/Retirees Coordinators; when the Annual Meeting is to be held in Mexico, the Chair will work closely with members of the Mexicano de Entomologia to help make arrangements
- The Committee prepares guidelines for pre-registration and call for papers, setting the deadlines for each, and working with the President (i.e., development of "President's Letter in October or November) and Secretary/Treasurer (i.e., to send out mass e-mail to members)

- to announce call for paper/poster titles submissions and meeting registration
- The Committee develops and announces formats for posters (same as for the Annual ESA Meeting) and presentations
 - The Committee solicits symposium titles and presentation titles in the fall (September-October) prior to the Annual Meeting
 - The Committee develops the entire program (including co-sponsorship with the Society of Southwestern Entomologists and other organizations as appropriate; Insect Expo; Student Mixer; tours; Plenary Session; Student Paper and Poster Competition; Symposia; Concurrent Sessions; Awards Banquet; Preliminary and Final Business Meetings) and Proceedings for the Annual Meeting and posts the information on the Branch internet site at least two weeks prior to the event
 - The Committee in conjunction with the President solicits symposium titles
 - Student competition paper and poster title submissions should be sent to the Chair of the Student Research Paper and Poster Awards Committee as well as the President of the Society of Southwestern Entomologists
 - The Committee recruits and assigns moderators and projectionists, using student volunteers as organized by the Student Affairs Committee
 - The Committee arranges for publication of the program and the book of abstracts to be used at the Annual Meeting
 - The Committee assures development and posting of signs and makes provisions for industry displays; etc.
 - When meeting in Mexico, procedures may require modification as necessary, in conjunction with members of the Mexicano de Entomologia to avoid potential problems in scheduling and those due to cultural differences, such as producing an expanded Proceedings
 - The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
 - At the end of the term served, submits preserved appropriate documents to the Branch Archivist

SPECIAL COMMITTEES

By-Laws ARTICLE IV

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

Section 21. The Executive Committee shall appoint the Chairs for Special Committees including the Insect Exposition, Retirees and Spouses and Guests Committee. Chairs of Special Committees will serve 1-year terms unless reappointed by the incoming President. The Chair of each respective committee shall submit a written report at the final business meeting.

PUBLIC INFORMATION COMMITTEE

By-Laws ARTICLE IV, Section 20. The Public Information Special Committee shall consist of at least six members appointed by the President annually. The Chair also serves on the Local Arrangements Committee in a liaison capacity. These committee members and the Chair may be reappointed. 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.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Edmond Bonjour

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures; the chair can continue from one year to the next
- The Chair of the Committee shall attempt to select members to achieve a fair representation from the Branch (i.e., one member from each of the Southwestern Branch universities such as New Mexico State University, Oklahoma State University, Texas A&M University, and West Texas A&M University)
- One of the members is designated as the Branch photographer and documents the meeting and related activities (e.g., Insect Expo) on film or by digital images; copies of these are given to the Branch Archivist for inclusion in the Branch archives
- Members provide information on activities that their institution has been involved in to promote entomology during the past year, prior to our Annual Meeting, for inclusion in the annual report. Examples include science fairs, county or state fairs, entomology contests, visits to public or private schools, community seminars or demonstrations for the general

- public, etc.
- Other duties may include writing an article for the ESA newsletter about a person who receives a special award in the area of entomology, writing a similar article for the local newspaper, or providing photographs to accompany such articles. Copies of these items are also given to the Branch Archivist for inclusion in the Branch archives
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, submits preserved appropriate documents to the Branch Archivist
- When held in Mexico, the Committee should work with representatives from the Mexicano de Entomologia to help make media contacts

INSECT EXPOSITION COMMITTEE

See By-Laws ARTICLE IV, Section 21, above.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- reviewed by Scott Russell

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- Committee member terms shall end upon close of the final business meeting at the Annual Meeting, and may be re-appointed by the Chair pending President's approval
- The Committee works closely with the Local Arrangements, Student Affairs and Public Information Committees to select site, seek booth participants (university and external support through donations), student volunteer recruitment, local school participation, liability insurance, transportation logistics, voluntary fee structure, media coverage, etc.
- Funds generated through donors, voluntary fee structure, etc. are provided to the Secretary/Treasurer before the end of the Annual Meeting and are accounted for separately to assure that the investment into Insect Expo maintains level funding and recovers costs (i.e., meeting hall and equipment rental, insurance, etc.)
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair
- When the Annual Meeting is held in Mexico, the committee should consider special arrangements with members of the Mexicano de Entomologia to help make arrangements as necessary

RETIREES, SPOUSES AND GUESTS COMMITTEE

See By-Laws ARTICLE IV, Section 21, above.

Standard Operating Procedures ***APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006*** - prepared by Pat Morrison

RETIREES FUNCTIONS

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- The Committee provides a retirees program (i.e., lunch following the Plenary Session) at the Annual Meeting
- The Committee coordinates this activity with the Spouse and Guest Committee program whenever possible
- The Committee, through the Secretary/Treasurer, maintains a current mailing list of retirees and ensure invitations are sent prior to the Annual Meeting
- The Committee works with the Executive Committee, Program and Local Arrangements Committee Chairs to incorporate planned retiree activities into the Annual Meeting
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

SPOUSE AND GUEST FUNCTIONS

To be developed (No response, suggestions below)

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- The Committee plans for and provides activities during the Annual Meeting for spouses and other guests of Branch member participants, working with the Program and Local Arrangements Committees to coordinate events and assure timely announcement and sign-up
- The Committee seeks donations to fund activities scheduled including tours, meals and refreshments
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the

Branch Archivist by the Committee Chair

- When the Annual Meeting is held in Mexico, the committee should consider special arrangements with members of the Mexicano de Entomologia to help make arrangements as necessary, being aware of cultural differences while planning for activities

STANDING COMMITTEES

By-Laws ARTICLE IV

Section 1. The Standing Committees of the Branch shall be: Audit; Archives; Awards; Insect Detection; Linnaean Games; Membership; Necrology; 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. In the case of committees with rotational membership, the President shall appoint, in keeping with procedures adopted, members to replace those retiring or resigning from that committee.

Section 3. Each Standing Committee shall develop objectives and operational procedures, which shall be reviewed, revised where appropriate, and approved by the Executive Committee. Any special or presidential committee established for more than two years shall develop standard operating procedures that shall be approved by the Executive Committee.

Section 4. 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 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.

AUDIT COMMITTEE

ARTICLE IV, Section 6. The Audit Committee shall consist of three members and shall audit the financial records of the Secretary/Treasurer twice 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 Secretary/Treasurer. The Chair of the Audit Committee shall submit a written report for acceptance by the Branch at the final business meeting.

Standard Operating Procedures

To be developed (No response, suggestions below)

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- The purpose of the Auditing Committee is to check the financial records of the Branch to

determine whether they are in order (Questions for Auditing include: Does the financial statement account for all of the funds, including bank charges incurred during periods of fiscal inactivity during summer months? Do they balance? Are the disbursements reasonable? Do receipts support them? Are all outstanding bills paid? Are the records well arranged and organized?)

- The Chair arranges the two annual Committee meetings (usually one during the Annual Meeting and one in May or June to assure timely transfer of “the books” to the new Secretary/Treasurer) for the purpose of auditing the Secretary/Treasurer’s financial records
- The Audit Committee provides a written endorsement at the bottom of the Secretary-Treasurer’s financial statement (i.e., “audited and found correct” followed by the names and signatures of the committee members), and results of the audit are reported to the membership at the Annual Meeting
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

BRANCH ARCHIVIST

ARTICLE IV, 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.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Greg Cronholm

- The Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- The Archivist obtains from the members as described below:

Guidelines regarding materials to be preserved:

CORRESPONDENCE: Certain kinds of correspondence should be kept permanently, whereas, others may be disposed of on a regular basis. TYPES TO BE PRESERVED include administrative correspondence received and sent, agenda and minutes of meetings including supporting data, printed reports and other materials of continuing legal, administrative, or

historical value pertaining to the policy, procedure, or function of the Branch. Types of materials which NEED NOT BE RETAINED include letters and memos of transmittal that add nothing to the content of the item transmitted, acknowledgments, requests for information and publications after the request has been filled, reservations and confirmations, itineraries, request to be added to the mailing lists after the addition has been made, and invitations to and announcements of meetings.

CHAIRMAN OR PRESIDENT: The President should submit all materials as described under correspondence as well as any additional materials such as lists of Branch officers, and Committee members, and Executive Committee reports and actions.

SECRETARY/TREASURER: The Secretary/Treasurer should submit all materials as described under correspondence as well as a complete summary of financial matters and activities of the branch.

COMMITTEES: Minutes, reports, and other records of ALL committees, whether standing or AD HOC, should be retained permanently. Records of the AD HOC committees should be deposited with Archivist at the termination of the committee activity while standing committees should submit materials annually.

PHOTOGRAPHS AND OTHER MEDIA: All photographs submitted by Public Information Committee or Awards Committee should be labeled with location, year, individuals and award received or office held. Photographs printed in black and white are preferred. Color prints and transparencies are acceptable, but long-term preservation cannot be insured. Electronic and digital storage systems are not currently acceptable for long-term archiving of photographs. Copies or originals should be submitted to Archivist on an annual basis, along with any newspaper or magazine articles or proclamations associated with Branch activities and/or projects.

STORAGE/DEPOSITORY: Currently all historical items deemed archival will be placed at the Texas A&M University Archives in the Cushing Library on the TAMU Campus at College Station. The Branch Archivist will work with the TAMU Archivist and student workers to determine appropriate items of historical significance. Items cataloged and prepared for archiving shall be placed at the TAMU Library on an annual basis.

SUMMARY: In summary, fundamentally any file or record which can help explain or document the work of the Branch should be considered for deposit. If there is a question about a particular item whether to save or not to save, err on the conservative side and keep it rather than discarding it.

- The Archivist gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting

AWARDS COMMITTEE

ARTICLE IV, Section 8. The Awards Committee shall consist of nine members of the Branch in good standing. Each member will serve a three-year term. Terms will be staggered so that each year three members will rotate off the committee. Each year, prior to the Annual meeting, the

Vice-President and Chair of the Awards Committee will select a new Chair. 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 meeting.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Kris Giles

- In accordance with selection and terms-of-service procedures outlined in the Branch constitution (Article IV, Section 8), the awards committees will consist of a Chair and others who are members of the Branch that broadly represent participating institutions, agencies, and individuals active in the branch
- The Committee Chair is appointed by the Vice-President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- The Chair is primarily responsible for coordinating the activities of the Awards Committee
- The Awards Committee for the Branch functions to solicit and evaluate nominations for Professional and Student Awards within the Branch, and under ESA guidelines forward nomination packages of Branch award winners for national recognition
- The Awards Committee for the Branch solicits, evaluates and forwards nomination packages to ESA for the following professional awards:
 - ESA Distinguished Achievement Award in Extension
 - ESA Distinguished Achievement Award in Teaching
 - ESA Distinguished Achievement Award in Regulatory Entomology
 - ESA Award for Excellence in Integrated Pest Management
 - Foundation's Award for Excellence in IPM
- The nomination packages for each Branch award must strictly follow the format approved by the ESA Awards Committee. The following web page provides links to nomination requirements for each award: <http://www.entsoc.org/awards/index.htm>
- Nomination packages of Branch award winners that will be forwarded for national consideration and recognition must be submitted via ESA's electronic submission system available on this web site
- Winning nomination packages for the Branch J. H. Comstock Student Award will be forwarded to the ESA Awards Committee for recognition
- The Awards Committee makes aware to Branch members other awards and honors available through the ESA such as ESA Fellows
- The Awards Committee should consider keeping track of other awards presented to Branch members, and develop a listing of Branch members who serve on ESA committees for recognition by the Branch at the Annual Meeting, either by listing them in the program, on the internet site or announcing their achievements

Duties of the Chair:

- Promote participation in Awards activities by Branch members
- Develop and deliver awards announcements and nomination deadlines to Branch members

- Assist Committee members with the development of nomination packages
- Forward nomination packages to the members of the Committee for review
- Tabulate the responses of the Committee and forward results to the Branch President
- Assist award winners and Committee members with forwarding of winning packages to the appropriate ESA officials for evaluation and recognition
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

Duties of the Committee:

- Identify nominees for professional and student awards
- Work with nominees and the Chair to develop nomination packages
- Forward nomination packages to the Chair
- Evaluate nominees for Branch awards
- Work with Branch award winners and the Chair to forward nomination packages to appropriate ESA officials for evaluation and recognition

Nomination Procedures and Guidelines for SWB Awards Committee:

- Call for nominations will be distributed to all active Branch members by e-mail in October, prior to the Annual Meeting to be held during the next calendar year
- Links to information and requirements on each award and deadlines for submission of completed nomination packages will be provided in the call for nominations
- The Chair will set the nomination deadline for early January
- Incomplete nomination packages will not be considered for evaluation
- The Chair will send nomination packages to each member of the Awards Committee no later than February 1
- Individual Committee members will evaluate nominees and select the most qualified candidate for each award by February 15
- The Chair will tabulate Committee responses and send names of winners for each award to the Branch President one week prior to the Branch Annual Meeting
- The Chair will prepare certificates for award winners prior to the Annual Meeting
- The president will announce award winners and present certificates at the Annual Meeting
- The Chair will work with Branch award winners and Committee members (who nominated the award winner) to forward nomination and /or re-nomination packages for national evaluation and/or recognition by July 1 for professional awards, and notification of J. H. Comstock winners by August 15
- National professional award winners, and J. H. Comstock winners will be recognized at the Annual Meeting of the ESA in late fall

Requirements for the J. H. Comstock Graduate Student Award. Applicants must be enrolled as a graduate student at half-time and in graduate school at the time of (or have completed the degree within the last 12 months preceding) the presentation of the Award. Students must be pursuing a course leading to a graduate degree. Application for Society membership (student or active) must have been made prior to January 1 of the year the Award was made. An active member

returning for graduate study is not eligible. Nomination packets should include:

1. Statement of nominee's interests and goals in entomology (strictly limited 2 pages double spaced).
2. Description of significant awards and achievements (strictly limited 2 pages double spaced).
3. Vitae with:
 - A. Awards and achievements.
 - B. Publications (limited to published or in-press submissions).
 - C. Other citable professional achievements.
 - D. List of oral and poster presentations at professional meetings.
4. Nomination letter and two additional letters of support from professional references. (either scanned signed document [PDF] or an unsigned Word document that uses the sender's e-mail to suffice as an endorsement)
5. Photograph of the nominee (as a digital image file).

*All materials must be in an electronic format. Nominations must be received by the deadline established by the Chair of the Branch Awards Committee.

INSECT DETECTION COMMITTEE

ARTICLE IV, Section 9. The Insect Detection Committee shall consist of three members, one representing each of the Branch states (and Mexico, if possible). 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 meeting.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by John Jackman

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- Committee Members compile notes on new pests, unusual sightings, pest outbreaks, and regulatory actions throughout the year in their respective states
- The Chair sends reminder to members to complete the state reports and forward them to him/her in the autumn of the year
- The Committee meets at the Branch Annual Meeting (sometimes quite informally) and compares notes
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting

- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

LINNAEAN GAMES COMMITTEE

ARTICLE IV, Section 10. The Linnaean Games Committee shall consist of the Chair, and two to three members from each of the Branch states. Each member will serve a three-year term and can be reappointed to additional terms by the President. The Chair shall submit a written report at the final business meeting.

Standard Operating Procedures

- prepared by Phil Mulder

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- The first “friendly” games were organized for the Guanajuato meeting. If included, a lot of work is needed for the SOP. Again, be aware of cultural differences and the “scope” of entomology in Mexico

SUBSTITUTE NEW VERSION TO BE SUBMITTED

Suggested Guidelines for the Linnaean Games Committee Chair:

- Locate prospective judges and game moderator
- Request questions from schools
- Incorporate new questions into SWB question file
- Select game questions and submit questions to judges and moderator for review. Work with Local Arrangements Committee (usually through Student Affairs Committee Chair) to get appropriate set-up at meeting
- Submit Branch questions to national moderator for National games
- Coordinate awards and team name tags. Arrange for two score-keepers and one timekeeper to work the competition
- At the SWB meeting, coordinate review session with game moderator and judges. Select pairings of teams and post schedule for competition. Present awards to winning team, judges and moderator at awards luncheon
- Incorporate changes of game questions into master file and change question status to “used” for future reference.

What about support for the top teams to attend the ESA National competition?

- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting

- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

MEMBERSHIP COMMITTEE

ARTICLE IV, 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 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 to The Entomological Society of America. Each Committee member shall be appointed by 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 meeting.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Tom Royer

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- The purpose of the Membership Committee is to recruit new members to the ESA; for Annual Meetings held in Mexico or other locations where potential participants (e.g., students, professional entomologists) are being encouraged to participate, consider reduced “introductory” registration fees to attract their participation (see Secretary/Treasurer SOP)
- The Chair shall be a current member of the Membership Committee who has served for one year of his/her current 3-year term, and shall subsequently serve for a full 3-year term following his/her appointment
- The Membership Committee shall meet during the Annual Meeting of the Branch
- The Committee should assure that ESA (and SSWE) membership forms are available at the registration desk at each Annual Meeting and help the Secretary/Treasurer keep a current list of members and contact information (i.e., e-mail addresses), and consider helping to develop and maintain lists of former members, retirees

Duties of the Chair:

- Preside over the Membership Committee at the Annual Meeting of the Branch
- Serve as a member of the ESA Membership Committee for a 3-year term
- Assign duties as needed to meet the purpose of the Membership Committee of the Branch
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

NECROLOGY COMMITTEE

ARTICLE IV, Section 12. The Necrology Committee shall consist of three members that represents each of the Branch states. 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 of the Branch.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by James A. Reinert

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures (Article IV, Section 12)
- The Committee shall develop a standardized format for the report to celebrate members who have passed away during the calendar year since the last Annual Meeting of the Branch, or members who have not been honored at a previous Branch meeting
- The report shall provide a minimal history (Entomological services) of the deceased member (photo if available)
- Prior to the Annual Meeting, the Committee shall seek input from members to gain a list and pertinent information on all Entomologists within the Branch who have passed away. Entomologists who have been active in the Branch, but were now residing outside the Branch are also included
- Input should be obtained from committee members (New Mexico State University, Oklahoma State University, Texas A&M University), representatives from other Universities (Texas Tech University, University of Oklahoma and University of Texas), from USDA facilities (Lane and Stillwater, OK and College Station, Kerrville, Mission and Weslaco, TX) and from the Departments of Agriculture in NM, OK and TX.
- The Chair presents the results of the Committee's findings during the Plenary Session of the Annual Meeting, a report (orally and in writing) during the final business meeting, and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting.
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair.

NOMINATING COMMITTEE

ARTICLE IV, Section 13. The Nominating Committee shall consist of the President and the three most recent Past Presidents. The Immediate Past-President shall serve as Chair and present

nominations to the general membership at the final business meeting. The Chair will invite the general membership to make nominations from the floor. The Committee shall provide a minimum of one nominee for the office of Secretary/Treasurer annually, and when appropriate, will 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.

Standard Operating Procedures

To be developed (No response, suggestions below)

- The Chair presents at least one nominee and gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair
- The Immediate Past-President shall serve as chair with at least three committee members of recent Past-Presidents.
- The Chair shall present at least one nominee to be voted upon during the final business meeting at the Annual Meeting.
- The Chair presents the nominee(s) in an annual report (orally and in writing) during the final business meeting and also submit an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting.
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair.

RESOLUTIONS COMMITTEE

ARTICLE IV, Section 14. The Resolutions Committee shall consist of at least three members that are appointed 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 of the Committee for adoption by the Branch membership. The Chair shall put forward the proposed resolutions for approval by the membership and submit a written report at the final business meeting.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Bill Ree

- The Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes

required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures

- The Chair shall indicate to the membership in the last mailing (i.e., e-mail to members sent by the Secretary/Treasurer) before the Annual Meeting that resolutions may be submitted to the Resolutions Committee for eventual presentation at the Annual Meeting
- The Chair makes an announcement in the plenary session regarding how and when resolutions should be given to the committee, i.e., hand resolutions to the Committee Chair or a Committee Member at least 24 hours before the beginning of the final business meeting
- The Committee must compose resolutions in proper format. The intent of the resolution must not be changed
- The Chair must post resolutions 24 hours before the beginning of the final business meeting
- The Chair should meet with the President (who has the option of meeting with the entire Executive Committee if discussing a proposed resolution is deemed to be necessary), before the final business meeting to discuss the resolutions
- The Committee must decide what action to take on each resolution
- The Chair will read the resolutions during the final business meeting and: a) advance for adoption (no second required from floor), “Mr./Ms. President, I move for adoption”, or b) advance without recommendation (motion for adoption and second required from floor), “The Resolutions Committee advances this resolution without recommendation.”
- The Chair will submit written and electronic copy of resolutions to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

SITE SELECTION COMMITTEE

ARTICLE IV, 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/Treasurer. Each member, except for the Secretary/Treasurer, shall serve a four-year staggered term, with each member serving as Chair during the fourth year. The Chair shall announce the site for the next Annual Meeting and submit a written report at the final business meeting.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Greg Cronholm and David Thompson

Committee structure:

- The Chair is appointed by the President and is the 4-year term member serving his/her fourth year on the Committee
- The Chair shall nominate the replacement of the 4-year member (to maintain Committee Continuity as prescribed in the By-Laws) for the President’s approval

- When a location in Mexico is considered, contact with Mexicano de Entomologia and its liaison with the Branch for communications and negotiations between the societies in advance and prior to submission to the Committee for consideration (preferably appoint the MES liaison as a member of the Committee)
- The Committee is composed of five members representing the Branch (i.e., Texas, Oklahoma, New Mexico and one additional member (location not considered))
- The Secretary/Treasurer for the Branch serves a 1-year term to provide input in choosing the meeting site for their year as President
- Selected members commit to a 4-year term, serving as chair in the 4th year. If a member resigns during his/her term, a replacement from the same state will be appointed by the Chair and approved by the President to complete the term of membership; special membership arrangements may be required when planning for an Annual Meeting in Mexico

Committee function:

- The Site Selection Committee is responsible for selection of future sites for the Annual Meeting of the Branch. The Committee will meet annually during the Branch meeting and prior to the final business meeting of the Branch
- The site selected will be for two years following the current Annual Meeting. Site locations beyond two years may also be discussed and set as tentative locations.
- The following consideration should be made by the Committee when selecting a location for the Annual Meeting (see Local Arrangement Committee Standard Operating Procedure for more details and considerations):
 1. Hotels available of appropriate size to host the meeting
 2. Cost of rooms for members and cost of facilities to the Branch
 3. Ability of membership to travel to location with economics considered (availability of economical air flights to city available)
 4. Local sites of interest, restaurants, museums, entertainment, historic sites and tours available
 5. Overall attractiveness of site to interest membership
 6. Site under consideration should be strongly influenced by selecting a location where the future President (current Secretary/Treasurer) will have support from the membership (availability of candidates for Local Arrangements Committee Chair)
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

STUDENT AFFAIRS COMMITTEE

ARTICLE IV, Section 16. The Student Affairs Committee shall consist of at least one student member from each state within the Branch. 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 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 hosting or to host the subsequent Annual Meeting shall serve as Chair of the Student Affairs Committee for the subsequent year. The Chair shall submit a written report at the final business meeting summarizing Committee activity. A student who has graduated during his/her appointed term may continue to serve as a representative to this Committee for the duration of his/her two-year appointment.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Paul Smith

Objectives:

- Increase participation by the students in branch affairs
- Act as liason between students and the branch government
- Increase student membership in the Entomological Society of America
- Organize student activities at the annual branch meeting
- Present report at annual branch business meeting
- Submit written report to Secretary following annual meeting

Committee membership:

- The SAC shall consist of a chairperson and at least one student representative from each of the institutions that participate in the branch
- Committee Chair- The chair of the student affairs committee shall be selected by nomination and majority vote of the members of the committee and with approval by the President. The person selected shall serve as committee chair for a term of 1 year beginning at the end of the branch meeting during which he/she is elected. The chair shall be selected from an institution in the state where the next branch meeting will be held
- Committee members- Committee members serve a term of 2 years, and are responsible for recruiting replacements from their institution when their term ends. Should a committee member vacate their position prior to the end of the term, it is the responsibility of that member to appoint a new member from their institution. One member of the Committee serves on the Local Arrangements Committee and one member serves on the Program Committee to plan for the next Annual Meeting

Responsibilities:

Committee Chair:

- Serve as student representative to the Local Arrangements Committee
- Organize and monitor student volunteers at annual branch meeting, Insect Expo, Student volunteers at meeting
- Organize and fundraise for Student mixer at annual branch meeting
- Address issues presented by Local Arrangements Committee
- Head SAC activities and maintain contact with committee members
- Schedule and head Committee meeting at the annual branch meeting

- Organize special committees as necessary
- Present report at annual branch business meeting
- Submit written report to Secretary following annual meeting

Committee Members:

- Attend Committee meeting at annual branch meeting
- Present developments, concerns or other information that fellow students would like to have presented to the general membership of the branch
- Encourage fellow students to join and participate in the society
- Serve on committees designated by the Committee

Other considerations

- The Committee shall be responsible for appointing a representative to the National Committee on Student Affairs. The representative shall serve a term of 2 years, and shall report to the Committee at the annual branch meeting. The representative may or may not be a current member of the Committee.
- The SAC shall be responsible for addressing questions and concerns presented to the SAC by the governing body of the branch.
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair
- When the Annual Meeting is held in Mexico, the committee should consider special arrangements with members of the Mexicano de Entomologia to help make arrangements as necessary, being aware of cultural differences while planning for activities

STUDENT RESEARCH PAPER AND POSTER AWARDS COMMITTEE

ARTICLE IV, Section 17. The Student Research Paper and Poster Awards Committee shall consist of ten members and a Chair. The Branch 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.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Bonnie Pendleton

- The Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures
- When the Annual Meeting is held in Mexico, the committee should consider special arrangements with members of the Mexicano de Entomologia to help make arrangements as necessary, being aware of cultural differences while planning for activities (e.g., appoint

bilingual members; allowance for Bachelor of Science level participants, provide translations of instructions for paper/poster presentations, as well as, translate plan and forms for judging and post on Internet site; consider providing cash awards instead of checks or make provisions for Mexican award winners to cash checks while in Mexico)

- The Committee is responsible for judging and deciding awards for the student papers and posters entered into competition at the Annual Meeting of the Branch
- The Committee shall consist of 10 members and a Chair (see Constitution and By-laws); The President-Elect of the Branch shall select the Chair of the Committee; The Chair will serve for a term of three years; The Chair should select members so as to achieve a fair representation from different institutions in all states in the Branch
- The Program Chair for the Annual Meeting of the Branch shall furnish in advance to the Chair of the Student Research Paper and Poster Awards Committee the title, names of authors, institution represented, student classification, and abstract for each student paper or poster entered into competition. The Chair of the Committee should distribute this information to each Committee member in advance of the Annual Meeting of the Branch. The abstract of each paper and poster should be printed in proceedings for distribution
- At least once each year, the Chair should call a meeting of the Committee to discuss any issues and to plan for judging; The Chair of the Committee shall use e-mail, mail, or telephone messages to contact the members of the Committee as needed throughout the year
- The student papers and posters shall be separated for competition into two degree categories: 1) students pursuing a Ph.D. (= Ph.D.), 2) students pursuing a Master's or lower degree (= Master's). The four award categories of judging shall be Master's oral paper, Master's poster, Ph.D. oral paper, and Ph.D. poster
- A student can present only once (paper or poster) in the student competition at the Annual Meeting
- Oral presentations will be for a total of approximately 12 minutes, with any questions from the audience to be included in the total amount of time allocated for each presentation. Posters should follow the guidelines specified on the ESAmerica Internet site for student posters
- The student shall have been the principal creator of the oral or poster presentation. The student shall have made significant contribution to the work presented. A student is eligible to compete while officially enrolled as a student and for a period extending until 12 months after graduation. The Committee reserves the authority to rule on questions of eligibility
- Forms, to be used for judging oral papers and posters, may be modified by the Committee if a majority of the Committee members deem it necessary
- As many as three awards may be given in each of the four categories of competition – Master's oral paper, Master's poster, Ph.D. oral paper, and Ph.D. poster. However, if few students have entered in a category, prizes may be awarded as follows:
 - one award if three or fewer students competed in a category
 - two awards if four or five students competed in a category
 - three awards if six or more students competed in a category
- Monetary awards will be split equally between the Branch and the Society of Southwestern Entomologists. The Society of Southwestern Entomologists will reimburse the Branch for half of the amount of total awards presented, and awards will be recognized as co-sponsored

by both societies. The prize for first place in each of the four categories shall consist of a check for \$200, a year's subscription to *Southwestern Entomologist* provided by the Society of Southwestern Entomologists, and a certificate signed by the Presidents of both societies. The prize for second place in each of the four categories shall consist of a check for \$100 and a certificate signed by the Presidents of both societies. The prize for third place in each of the four categories shall consist of a check for \$50 and a certificate signed by the Presidents of both societies. The award winners shall be notified during the meeting

- Written feedback should be provided to the students entered in the competition. The completed judging forms may be given to the students, if the Committee decides such action would be beneficial to fair judging of the competition
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair

YOUTH SCIENCE COMMITTEE

ARTICLE IV, Section 18. The Youth Science Committee shall be composed of nine members, with at least two members from each Branch state, and a Chair appointed to a three-year term by the 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. The Chair shall submit a written report at the final business meeting.

Standard Operating Procedures

APPROVED BY THE EXECUTIVE COMMITTEE, FEBRUARY 26, 2006

- prepared by Noel Troxclair

- The Committee Chair is appointed by the President and selects additional members, as appropriate, that are approved by the President; the Chair shall notify the President of member changes required and/or proposed to maintain Committee continuity as prescribed in the By-Laws or the Standard Operating Procedures

Committee Responsibilities:

- Coordinate the Science Fair judging for the states of New Mexico, Oklahoma, and Texas, by accessing the ISEF - Affiliated Fairs in each state by downloading the fair information lists from the Science Organization's website, <http://www.sciserv.org/isef> and sending the respective list to each state's science fair coordinator
- Each state's list must be checked to be certain that, for the fair in each city listed, there is full contact information for that fair's local coordinator, i.e., name, phone number(s), FAX number, and e-mail address, etc.
- The completed lists are sent to the respective state's science fair coordinator and they take care of finding judges for their state's science fairs

- The Committee Chair is responsible for providing the certificates and prizes for the winner of each science fair for each state (The Chair asks each state's coordinator to tell how many fairs will be judged in the state that year and send that number of prizes to the state coordinator. The Chair sends several dozen certificates to have them signed by the President; usually, a certain number of these will be forwarded to the state coordinator of each state by the President after they are signed. The state coordinator takes care of getting the prizes and certificates to the judges or the science fair winners in the state.)
- The Committee members should identify donors to provide the books used as the prize for each science fair winner (this has been Dow Agro Sciences for the last three years). Books are sent to each state's coordinator based on the number of books indicated they needed (In the past, the Branch has authorized a budget of \$1000.00 for the Youth Science Committee to provide prizes (book, cash award, and certificate)
- The Chair coordinates a Youth Science Committee meeting during the Annual Meeting of the Branch
- The Chair gives an annual report (orally and in writing) during the final business meeting of the Annual Meeting and submits an electronic version to the Secretary/Treasurer soon thereafter for inclusion in the Minutes of the Annual Meeting
- At the end of the term served, preserved appropriate documents will be submitted to the Branch Archivist by the Committee Chair