

# Policies and Procedures of the Plant-Insect Ecosystems

## Section Governing Council

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The purpose of this Policy Manual is to codify the norms followed by the Council, collate the separate declarations made by the Council over time, and explain the Council's structure and activities to anyone outside of the Council. Acting in the best interests of the Section, the Plant-Insect Ecosystems (P-IE) Section Governing Council (GC) reserves the right to modify any structure or function not explicitly described in the Entomological Society of America (ESA) Bylaws and the Policies and Procedures document created by the ESA's Governing Board. When a case arises where the P-IE GC policies are in conflict with the ESA Bylaws, the latter takes precedence and shall supercede.

### **Article 1. Purpose and Guiding Principles**

#### Part 1A: From ESA Bylaws

*The purpose of the Sections is to develop and implement the key capabilities for their membership that result in:*

- *outreach related to science and public policy,*
- *program development,*
- *continuing education, and*
- *fostering interest in entomology*

#### Part 1B: Guiding Principles

The Governing Council will use the following principles when selecting priorities, organizing activities and allocating funds.

Promote and recognize diversity of our membership in terms of geographic regions, gender, ethnicity, gender expression, sexual orientation, disability status, career stage, career path, amateur or professional status, and subdisciplines of entomology pertaining to plant-insect ecosystems.

Collaborate with others in the ESA to effectively meet the challenges facing our discipline, including but not limited to, scientific, societal, economic, and political challenges.

Provide opportunities for continuing education and leadership development to our members

Create a succession of periodic Long- and Short-Term Projects that do one or more of the following

- (a) fill an unmet need not currently being addressed in a similar manner by other organizations
- (b) magnify the collective science and technical skills that our individual members possess, and
- (c) promote the value of our entomological activities in society

## **Article 2. Duties, Election or Appointment of Members of Governing Council**

All terms start at the end of the Section meeting held at the ESA Annual Meeting typically held in November.

### President (third year of four-year term)

Sets GC agenda and leads most activities. Runs monthly GC meetings. Coordinates with ESA staff. Communicates with sponsors of awards in March-April to confirm participation. Oversees Awards and Event Oversight Committees. Ensures P-IE award winners are chosen and recognized. Communicates with P-IE representatives to ESA committees. Plans the Section's networking sessions held during the Annual ESA Meeting. Participates on the ESA's Programming Committee for the annual meeting.

### Vice-President (second year of four-year term)

Leads GC meetings and other activities when the President cannot. Serves as Chair of P-IE nominations committee. Helps President run the Section's networking sessions held during the Annual ESA Meeting. Participates on the ESA's Programming Committee for the annual meeting.

### VP-Elect (first year of four-year term)

Prepares slides or documents for annual P-IE networking session  
Elected by all members of the P-IE Section.

### Past-President (final year of four-year term)

Advises other GC members

### Treasurer (three-year term)

The Treasurer must track expenses, file invoice and reimbursement requests, and reconcile statements with the ESA Director of Finance. The Treasurer should be comfortable using Excel, Adobe Acrobat, and other software necessary for handling of accounting and invoices. The Treasurer provides brief summaries of the Section's budget at each GC meeting. Elected by all members of the P-IE Section.

### Secretary (three-year term)

Captures and disseminates GC meeting minutes and other items requested by the President. Elected by all members of the P-IE Section.

### Early-Career Professional Representative (three-year term)

Recruits and organizes ECP volunteers for P-IE events at annual ESA meeting  
Elected by ECP members of P-IE to the Council with automatic appointment to the ESA's ECP Committee. Each person is limited to one term.

### Student Representative (two-year term)

Recruits and organizes student volunteers for P-IE events at annual ESA meeting  
Elected by students in the P-IE Section. Each person is limited to one term.

### P-IE Representative to ESA Governing Board (three-year term)

Liaison between ESA Central and P-IE. Participates in ESA Governing Board activities.  
Attends June program planning and strategy meeting and fall meeting.  
Once elected by all members of the Section to be Governing Board representative, the person is automatically added to the GC.

**Note** that any GC member can be removed by a majority vote of the GC because of lapse in ESA membership or lack of participation in the meetings and activities of the GC. The GC can select a replacement for someone who is removed or resigns by any reasonable process finalized with a vote of the majority.

Council can create or eliminate GC positions by majority vote. This should be done at times that permit adequate preparation by ESA staff and communication with Section membership.

### **Article 3. Meetings and Decisions by the Governing Council**

The GC meetings will be held every month using the World Wide Web. Email will also be used to carry out GC business. A quorum for decision making will be a majority of the GC membership. Decisions will be settled with a vote by the majority. Voting may take place in-person, during online meetings, or via email.

At most GC meetings, a non-voting, ESA-staff liaison will be invited to participate.

In most years, an in-person meeting of the GC will be held at the ESA annual meeting. This may be a dinner meeting and/or an annual networking session for the Section. The transition from the outgoing GC to the incoming GC will occur during this networking session. The networking session includes an awards ceremony. An additional effort to obtain feedback from Section members and engage them in Section activities will usually occur at the annual ESA meeting.

Minutes of all meetings, reports, and information about award winners and P-IE activities will be disseminated as frequently as possible to inform and engage with Section members. Minutes will be archived on the P-IE website.

### **Article 4. P-IE Section Standing Committees and Selection of Members**

Committee members will be selected by vote of a GC majority. Members must be P-IE Section members.

The P-IE Nominations Committee consists of one P-IE Member representing each of the ESA Branches and the Vice President of the P-IE Section who is chair of the Committee. The members from the Branches have 3-year terms. The most important activity of this committee is encouraging nominations for P-IE awards and GC positions, especially in April and May of each year. A call for nominations will be made sometime between November and January.

The P-IE Awards Committee consists of two members from government agencies, two from academia, and two from industry. Each member has a term of 2 years. One representative from each sector will be chosen each year. The chair of the Committee will be selected by April from the three members active in their second year. The most important activity of this committee is evaluation of nominations and voting to select winners of student and professional awards in June and July of each year. In case of a tie vote for an award, the Governing Council will vote to break the tie. A call for nominations will be made sometime between November and January.

Awards considered by the Committee (<https://www.entsoc.org/pie/awards>) include

Undergraduate Student Achievement in Entomology Award  
 Master's Student Achievement in Entomology Award  
 Kenneth and Barbara Starks Plant Resistance to Insects Graduate Student Award  
 P-IE Lifetime Achievement Award in Entomology  
 P-IE Recognition Award in Entomology (Sponsored by Syngenta Crop Protection)  
 IPM Team Award (Sponsored by Corteva Agriscience)

The P-IE Event Oversight Committee is a two-person committee that guides and assists the organizers of unique P-IE sponsored events, particularly those focused on science policy. This committee facilitates communication with and oversight by ESA staff and the GC and improves efficiency of preparation for annual events (tours or workshops). Each year, one person will be added to the committee for a two-year term. The first year (July to June) will be a chance to learn the process and support the chairperson. Each committee member will become the chairperson in the second year. The committee will work closely with the Treasurer of P-IE and with appropriate ESA staff. Each member of the committee will vote during the annual selection of event proposals in late summer by the GC. A call for nominations will be made sometime between May and July. P-IE members who are alumni of the ESA's Science Policy Fellow program will be encouraged to apply.

The P-IE Communications Committee is charged with the goal of keeping the Section's members informed of the P-IE section's activities and other general information coming from ESA. This will be accomplished through coordination of (1) production of monthly newsletter, (2) development/solicitation of articles for publication within the American Entomologist journal, (3) submission of time-sensitive announcements to the ESA News email process, (4) maintenance and promotion of P-IE web pages, (5) use of social media, and (6) any other means considered useful. The committee will work closely with ESA staff to make sure deadlines and requirements are met for any and all communication efforts.

The Communications Committee comprises five members with at least one P-IE GC representative. The four outside members will be appointed by the P-IE GC after requesting applications from the P-IE membership in March. Outside members serving on this committee have 2-year terms with indefinite potential for re-appointment by the GC. The Chair of the Committee, the Newsletter Editor, and the Social Media Director will be outside members chosen by the GC on an annual basis. The GC member will be appointed annually by the GC. Members of the committee can expect to spend 2-3 hours per month on committee business depending on need.

#### **Article 5. Selection of P-IE Representatives to ESA Committees**

Representatives will be selected by vote of a GC majority. They must be P-IE Section members. All representatives must send reports to the P-IE GC summarizing what was discussed at the committee meetings after each meeting.

After notification that a term will end for our representative on an ESA Committee, the GC will start the process of choosing and voting on a representative. Although most representatives will likely be replaced after one term, an existing representative can nominate herself for a second term. The GC will communicate with Section members about the need for nominations. After the GC votes to choose the representative, the ESA staff member in charge of the committee will be notified.

With regard to the Programming Committee for the annual ESA meeting, the GC President and Vice-President will normally be members. However, since the ESA ByLaws clearly indicate that the Section's primary purpose is to implement activities separate from the annual meeting, the GC reserves the right to select others to represent the Section on the ESA's Programming Committee.

#### **Article 6. P-IE Section Treasury**

Treasurer can only authorize payments for expenses approved by the GC within limits imposed by the Section budget.

Every year the ESA Governing Board allocates a set amount for Section funding. That amount is then divided up among the Sections relative to the percentage of ESA members that are members of each Section. Unspent money from previous years may be carried forward, but may not exceed two times (2x) a predetermined amount for each Section as specified by the ESA Governing Board.

Section funds are managed, accounted for, and reported on by ESA HQ. Sections submit their invoices, along with Payment Request Forms, to the ESA Director of Finance who prepares and sends payment. Section treasurers receive a monthly report that shows all checks year-to-date.

#### **Article 7. Amendments to these P-IE GC Policies and Procedures**

Except for the descriptions of the President, Treasurer and Governing Board Representative, the Purpose defined in the ESA ByLaws, and the description for the Article pertaining to the Treasury, these Policies and Procedures can be amended by a majority vote of the GC. Notice of significant changes should be communicated to the Section members.