

## OPERATING PROCEDURES OF THE TENNESSEE ENTOMOLOGICAL SOCIETY

The Tennessee Entomological Society (TES) is an organization formed for the purpose of fostering entomological accomplishment among its members and to promote the welfare of all of the State of Tennessee through the encouragement of: (1) the preparation, reading, and/or publication of papers, (2) association and free discussion among all members, (3) the dissemination of entomological information to the general public, and (4) cooperative efforts in statewide insect surveys. All necessary permanent records are maintained by person or persons designated by the Board of Directors and the President of the Organization.

### **Changes in Operating Procedures**

The Constitution or By-laws may be altered or amended by a majority vote of the quorum present at any annual or special meeting of the Society membership, provided that notice of such proposed amendment or By-laws shall have been given to the membership prior to the meeting; the operating procedures of TES should be more flexible. The Constitution and Operating Procedures Committee is charged with the responsibility of studying these procedures each year to recommend possible improvements. Proposed changes in procedures are recommended to the Board of Directors for final action.

### **Registration and Dues**

Registration and dues shall be set by majority vote of the Board of Directors. Dues for voting members will be collected by the membership committee at the time of the annual meeting.

### **The Board of Directors**

The Board of Directors shall:

1. Consist of the immediate past-President, the President, President-Elect, Secretary, Treasurer, Editor, and Historian of the Society and two members-at-large.
2. Be responsible for management of the TES and conduct the affairs of the organization.
3. Conduct such business of the organization as is not delegated to the officers or committees and receive from the officers and committees reports and recommendations requiring specific board action or requiring recommendation for action by the membership.
4. Be responsible for changes in the manual of operating procedures after study and recommendation by the Constitution and Operating Procedures Committee.
5. Be responsible for transacting any official business.
6. Be responsible for assembling the board meetings.
7. Nominate honorary members to be voted on by membership.

### **President**

The President shall:

1. Serve as Chairman of the Board of Directors, prepare an agenda for meetings of the Board of Directors and preside at such meetings.
2. Be responsible for determining that the decisions of the Board of Directors are correctly enforced within the framework of the organization's Constitution and By-laws.
3. Select chairman of committees at annual meeting and appoint committee members.
4. Serve as ex-officio member of all committees, maintain close liaison with the chairman of the committees, and encourage and assist them with development of program beneficial to the organization.
5. Work with the chairman of the program and local arrangements committees in planning the programs for annual meetings.
6. Preside at the general or introductory session of the annual meeting.
7. Advise all officers and board members on significant activities of the organization and solicit their suggestions.
8. Serve as the official representative for TES, when appropriate.

### **President-Elect**

The President-Elect shall:

1. Perform the duties of the President if he cannot serve.
2. Serve as chairman of the program committee, and select the membership of that committee with the President and Board of Directors' approval.

3. Work with the Local Arrangements Chairman in the planning of all details of the annual meeting.
4. Prepare and mail announcements of the annual meeting. Assist with the printing of programs and mailing of programs.
5. Prepare and have the program of the annual meeting in print.
6. Be responsible for reminding speakers at each annual meeting to prepare papers before the meeting according to prescribed standards of the organization and to have these papers at the time of the presentation.

#### **Secretary**

The Secretary shall:

1. Have charge of the records and seal of the TES.
2. Take the minutes of all official business meetings of the association. Supply a copy of these minutes to the membership, Board of Directors and committee chairmen as necessary.
3. Consult with the President and inform all officers and board members of occurrences of any official meetings of the Board of Directors.
4. Maintain current lists of members and provide these along with the minutes of the annual business meeting to those persons with official need to know.
5. Make any mailing to the membership as needed or designated by the President or Board of Directors. Maintain a supply of the organizational supplies and letterhead paper for use by the officers.
6. Maintain a supply of operating procedures and provide copies to officers and board members and committee chairmen.

#### **Editor**

The Editor shall:

1. Chair the Publication and Editorial Committee.
2. Perform or be responsible for all editorial duties of the organization including the newsletter and any other publication of the organization.

#### **Treasurer**

The Treasurer shall:

1. Be responsible for the financial affairs of the TES. This includes depositing all money received by the TES into appropriate Association accounts, handling the TES's money for maximum income (upon consultation with the Finance Committee), and paying of all expenses and invoices received by the TES.
2. Serve as a member of the Finance Committee.
3. Provide a written financial report to the Board of Directors at least annually, and for the published business meeting minutes. Make an oral financial report as the annual business meeting and at Board of Director meetings as necessary. Provide the necessary information for the Auditing Committee's activities.
4. Serve as member of the membership committee.

#### **Immediate Past-President**

The Immediate Past-President shall:

1. Serve as a member of the Board of Directors during the year following his term of Presidency.
2. Serve as Chair of the Nominating Committee.

#### **Committees**

All committees and members of committees are selected by the President (or President-Elect). Each committee shall attempt to complete his/her assigned duties during the term of their appointment. The chairman of each committee shall solicit the assistance of his/her members as necessary. The standing committees are as follows:

#### **Program Committee**

The Program Committee shall:

1. Plan the general program format to fit the annual meeting time established by the general membership.
2. Contact invitational speakers and make arrangements for an honorarium, if appropriate.
3. Request papers from the general membership and establish a deadline for submittal of titles.
4. Prepare a program outline for printing.

5. Arrange to have chairpersons for each session.
6. Compile abstracts from program speakers for the proceedings of the program.

#### **Local Arrangements Committee**

The Local Arrangements Committee shall:

1. Be responsible for all physical arrangements for the Annual Meeting, working cooperatively with the Officers.
2. Reserve meeting rooms for estimated attendance at the Annual Meeting.
3. Specific Responsibilities will include:
  - a. Arranging for visual and audio equipment, including projectors.
  - b. Liaison with Treasurer regarding registration help, convention typewriters, etc.
  - c. Signs for sessions and activities; coordinate with Program Chairman.
  - d. Helping arrange transportation or lodging of guest speakers if needed; coordinate with Program Chairman.
  - e. Preparing a report of activities for inclusion in the minutes of the business meeting.
  - f. Approving all expenses incurred in conjunction with the Annual Meeting and forwarding invoices to the Treasurer for payment.
4. In addition to the above, be responsible for special functions carried out in conjunction with the Annual Meeting. This may include such special activities as coordinating exhibits at the Annual Meeting, as well as door prizes, with representatives of other organizations joining in this meeting, if desired. If necessary, the Local Arrangements Committee will be appointed with a sufficient number of members that these functions may be designated as the responsibilities of sub-committees of the overall committee.
5. Insure that sufficient facilities are available for morning and afternoon breaks.
6. A sponsored or dutch banquet and/or mixer could also be in order. Arrangements for banquet facilities, an after-dinner speaker and door prizes may be desired.

#### **Membership Committee**

The Membership Committee shall:

1. Encourage any interested person in Entomology to join our Society.
2. Send information about the Society to heads of Biology and Zoology Departments at all colleges and universities in the state, enclosing a few applications.
3. Encourage interested people of Pest Control organizations and other agricultural businesses to join the Society.
4. The Secretary shall send at least two blank membership applications to each member asking them to give to good prospects.
5. Each committee member should make a conscientious effort to enroll as many new members during the year as possible.
6. When notices of annual meetings are sent to major newspapers, television, and radio stations, an invitation to interested people could be given at that time.
7. The Chairman should coordinate this committee's efforts with the publicity and other committees when appropriate.
8. Collect dues at the annual meeting.

#### **Auditing Committee**

The Auditing Committee shall:

1. Review and certify the accuracy of the financial records and books of the Treasurer prior to the general business session of each Annual Meeting.
2. Conduct special audits as may be directed by the President or the Board of Directors.
3. Report any mistakes or misuses found by the committee to the President for appropriate action prior to the general business session.
4. Prepare a report of the committee's findings, with recommendations, for presentation at the general business session.

#### **Nominating Committee**

The Nominating Committee shall:

1. Present a slate of nominees from the active membership of the TES which will include a nominee for President-elect, and two nominees for members-at-large on the Board of Directors every year. The Secretary, Editor and

- Treasurer hold office for three years, and shall be eligible for re-election. In each case, it is suggested that the Nominating Committee present more than one nominee for each position.
2. Secure the prior approval of all nominees before their names are put before the membership.
  3. Submit a written report to the Board of Directors consisting of current committee actions and suggestions for improvement.
  4. The Past President will be appointed Chair of the Nominating Committee.

#### **Awards Committee**

The Awards Committee shall:

1. Consist of 5-6 TES members including a Chair, who are selected following the business meeting of the annual meeting.
2. Have the Awards Chair contact organizers of the regional Science Fairs and ask them to distribute a certificate of recognition to students with insect-related projects and to invite recipients to apply for the Howard Bruer award. Contact with the Science Fair representatives need to be made by February. The Chair should also invite students in middle school or high school conducting entomological projects, which were not submitted to a regional science fair, to apply. Certificates of Recognition need to be updated each year with the current Awards Committee Chair and the TES President. Updated certificates of recognition should be given (e-mailed) to the regional science fair contacts. This needs to be done before the regional science fair takes place, i.e. February.
3. Arrange to have a plaque made honoring the Howard Bruer Award recipient(s) (contact TES treasurer) and announce the recipient of the plaque at the TES Annual meeting. The plaque will be sent to the recipient. <sup>1</sup>
4. Have Awards Chair obtain the names of junior and senior 4-H entomology state winners to compete for the Harry E. Williams Award. <sup>2</sup>
5. Arrange to have a plaque made honoring the Harry E. Williams Award recipient (contact TES treasurer) and deliver the plaque and news release information to the recipient's county agent for presentation/publicity at a later date. <sup>1</sup>
6. Submit a picture of the plaque presentation and a news release (Harry E. William Award) to the recipient's local newspaper.
7. Obtain commitments from 3-5 TES members to serve as judges of the Student Paper Competition at the upcoming annual meeting (It is preferable that none of the judges have students in the competition).
8. Contact the TES Treasurer about preparing a \$150.00 check for 1<sup>st</sup> place and \$75.00 for 2<sup>nd</sup> place, to be given to the Student Paper Competition winner during the business meeting of the annual meeting.
9. Have the Awards Chair prepare a 1<sup>st</sup> and 2<sup>nd</sup> place certificate for student paper award winners.
10. Have Student Paper Competition Evaluation Forms (with student names and presentation titles) ready for the judges the morning before the competition and assist in determining the winner following the competition.
11. Arrange to have a plaque made honoring the outgoing TES President (contact the TES Treasurer) and present it to him/her when asked by the new President during the business meeting of the annual meeting. <sup>1</sup>
12. Determine if it is appropriate to award the Richard E. Caron Outstanding Entomologist Award to a TES member at the upcoming annual meeting and submit for review by the Board of Directors. This award will be given periodically to individuals who have distinguished themselves by making outstanding contributions to entomology in Tennessee during their career. If a recipient is chosen, arrangements should be made to have a plaque made (contact the TES Treasurer) to be presented at the business meeting. <sup>1</sup>
13. Have a committee meeting immediately following the second paper session at the annual meeting.

<sup>1</sup> Contact Dr. Karen Vail about having plaques made at least one month before the annual meeting.

<sup>2</sup> Contact Dr. John Skinner for this information at least one month before the annual meeting.

### **Prediction, Evaluation Committee**

The Prediction and Evaluation Committee shall:

1. List major agricultural commodities in Tennessee (Plant & Animal)
  - a. Approximate percent commodity loss due to various insect pests.
  - b. Approximate monetary loss due to each pest on various crops.
  - c. Approximate cost of control for each pest.
2. List insects which face a serious threat and crops which may be affected.
3. Major household, structural, and nuisance insects.
  - a. List major insects.
  - b. Approximate amount of money spent each year in control.
  - c. Approximate damage and loss from pest.

### **Constitution and Operating Procedures Committee**

The Constitution and Operating Procedures Committee shall:

1. Annually review the Constitution and Operating Procedures and develop recommendations for improvements or needed changes and submit these to the Board of Directors for study and approval.
2. The Chairman of the Constitution Committee shall prepare adoption of amendments at any annual or special meeting.
3. The Chairman of the Constitution Committee shall coordinate with the Secretary in inserting such amendments into the notice and proceedings of the meeting.

### **Publication and Editorial Committee**

The publication and Editorial Committee shall:

1. Determine and make recommendations to the Society of the type of publication suitable to the Society's needs and when such a publication should be initiated.
2. Set up guidelines and standards for such a publication, and investigate possible mechanisms for implementation upon decision of the organization.
3. Be responsible for soliciting and gathering of articles for publication.
4. Act as an editorial committee in screening such articles to be published.
5. The chairman will be responsible for the coordination of this committee's responsibilities with the Board, Secretary-Treasurer, and other committees as necessary.

### **Publicity Committee**

The Publicity Committee shall:

1. Be responsible for developing and implementing an effective public relations program for the Tennessee Entomological Society.
2. Prepare general news releases on the society's activities and accomplishments and publicize the meetings. Specifically, these things should be done:
  - a. Prepare and release general news release as soon as Program Committee has planned a theme or area of interest for either meeting. Also, include location of meeting and time. This should begin by mid-summer and meeting dates should be sent to magazines and trade publications such as Delta Farm Press, Southeast Farm Press, Tennessee Market Bulletin, Ag Pesticide Notes, newspapers, etc.
  - b. A follow-up news release should be issued about one month before each meeting. Location of meeting, date, time, and outstanding invitational speakers could be mentioned.
  - c. Prepare follow-up news release after the meeting for use by news media.
  - d. Send notice to Entomological Society of America and other state societies.
3. Maintain close liaison with the Program Committee in obtaining early copies of the program of both meetings for publicity purposes.

4. Arrange for radio, television, and press coverage of society's meetings by contacting area radio and TV stations just prior to the meetings and by calling the news rooms of local newspapers on the first day of the meetings.
5. Arrange for group photos of outgoing and in-coming officers and directors of the Association at the Annual meeting.
6. Prepare a report of the year's activities for the committee for presentation at the annual business meeting.
7. Post notices on the bulletin boards of the Entomology, Biology, and Zoology Departments in the colleges and universities across the state.
8. Direct mail to members.