

**PACIFIC BRANCH
OF THE ENTOMOLOGY SOCIETY OF AMERICA**

BYLAWS

REVISED JANUARY, 1996

ARTICLE I NAME

Section 1. The name of this organization is Pacific Branch of the Entomological Society of America.

ARTICLE II OBJECT

Section 1. The objectives of the Branch are: (a) to promote and advance the science of Entomology and the professional status of Entomologists; (b) to promote cooperation and mutual assistance among its members and with closely associated organizations; (c) to hold an annual meeting for the purpose of conducting business and presenting papers and discussion on entomological subjects, and to hold such other meetings as necessary; (d) to promote the interests of the parent Society; and (e) to pursue the above objectives in a manner consistent with the non-profit and non-political status of the Branch.

ARTICLE III BRANCH AREA

Section 1. The Pacific Branch area is assigned by the parent Society and comprises the United States of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming; the Canadian Provinces of Alberta, British Columbia, and Saskatchewan; the Mexican States of Baja California, Baja California Sur, Sinaloa, and Sonora; and any Central Pacific island that is currently assigned a United States Postal Service ZIP Code.

ARTICLE IV MEMBERSHIP

Section 1. All members of the parent Society in good standing who reside in the Branch area, or who reside outside the boundaries of The Society and elect membership in the Branch, are members of the Branch.

**ARTICLE V OFFICERS AND OTHER MEMBERS OF THE EXECUTIVE COMMITTEE AND
THEIR TERMS IN OFFICE**

Section 1. Officers of the Branch are a President, a President-elect, a Secretary Treasurer, and a Representative on the Governing Board of The Society. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Branch.

Section 2. The terms in office of the President-elect and the Secretary-Treasurer begin at the close of the annual meeting at which they are elected.

Section 3. The President-elect serves for one year as President-elect, then assumes the office of President for the following year.

Section 4. The Secretary Treasurer serves a term of three years, and until a successor is elected. The Secretary Treasurer may be re-elected.

Section 5. The Representative on the Governing Board of The Society serves a term of three years, beginning at the close of the final meeting of the incumbent Governing Board at the annual meeting of The

Society first following the Representative's election by the Branch. The Representative on the Governing Board may be re-elected but may not serve more than two consecutive terms in office.

Section 6. The Executive Committee consists of the officers of the Branch, the most recent available Past President, and six Members-at-large. Members-at-large of the Executive Committee each serve a term of three years, beginning at the close of the annual meeting at which they are elected, and until their successors are elected. Members-at-large may not be re-elected to consecutive terms.

ARTICLE VI FISCAL YEAR AND AUDIT

Section 1. The fiscal year of the Branch is the calendar year.

Section 2. The Branch's accounts shall be audited annually within sixty days after the close of the fiscal year.

ARTICLE VII MEETINGS AND BUSINESS PROCEDURE

Section 1. The Executive Committee shall decide the time, place, and duration of the annual meeting and any other meeting of the Branch. At least two of every three annual meetings shall be held in locations that promise a registration of 200 or more members.

Section 2. There shall be two Branch business meetings at each annual meeting, the Preliminary Business Meeting and the Annual Business Meeting. The Preliminary Business Meeting shall be held on the first morning of the annual meeting. The Annual Business Meeting shall be held shortly before the end of the annual meeting.

Section 3. Resolutions shall be submitted to the Resolutions Committee in writing and shall be presented at the Annual Business Meeting by the Resolutions Committee for action by the members of the Branch in attendance.

Section 4. The President may declare a 10-minute recess in a business meeting during debate on any item of business.

Section 5. The President may appoint a parliamentarian at any time to advise the President during a meeting of the Branch. The parliamentarian appointed shall serve until the close of the meeting.

Section 6. Thirty members present in person constitute a quorum at a meeting. In voting by mail by the entire Branch, at least two hundred valid ballots must be cast to decide an issue or elect a candidate.

ARTICLE VIII ELECTION OF OFFICERS AND MEMBERS-AT-LARGE OF THE EXECUTIVE COMMITTEE, AND FILLING OF VACANCIES

Section 1. Each nomination for a Branch office and for a position of Member-at-large of the Executive Committee shall be accompanied by certification that the nominee will accept the nomination and will serve if elected.

Section 2. The Branch Nominating Committee shall nominate a candidate for President-elect each year, and shall nominate a candidate for Secretary Treasurer during the final year of the term of the incumbent. Nominations of the Nominating Committee shall be set forth in the Preliminary Notice of the annual meeting. Additional nominations to the offices may be made from the floor during the Preliminary Business Meeting.

If a candidate for office is unopposed, the President shall declare that person elected to office upon closing the nominations. If two or more nominations are made for an office, an election by ballot for that office shall be held at the Annual Business Meeting, and the person receiving a plurality of ballots cast for the office shall be

declared elected.

Section 3. The Branch Nominating Committee shall nominate a candidate for Representative on the Governing Board during the final year of the term of the incumbent. This nomination shall be set forth in the Preliminary Notice of the annual meeting, and communicated to the Executive Director of The Society for election by mail ballot as provided in the Bylaws of The Society.

Section 4. Candidates for election to replace those Members-at-large of the Executive Committee whose terms are expiring shall be nominated from the floor at the Annual Business Meeting at each annual meeting. The President shall announce, prior to opening nominations, the number of positions to be filled. If the number of candidates nominated is the same as the number of positions to be filled, the President shall declare the candidates elected upon closing the nominations. If the number of candidates nominated exceeds the number of positions to be filled, an election by ballot shall be held, wherein each member present shall be entitled to vote for one candidate for each position to be filled. The positions shall be filled by the candidates who receive the greatest numbers of votes cast.

Section 5. The President, with the advice and consent of the Executive Committee, shall fill by appointment for the unexpired portion of the term any vacancy which occurs in the office of Secretary Treasurer or the office of Representative on the Governing Board and any vacancy which occurs in the position of Member-at-large on the Executive Committee.

Section 6. The Executive Committee shall fill by appointment for the unexpired portion of the term any vacancy which occurs in the office of President or in the office of President-elect. A member appointed to the office of President-elect shall assume the office of President at the close of the next annual meeting.

Section 7. The Executive Committee shall declare a Branch office or a position of Member-at-large on the Executive Committee vacant when the member holding that office or position resigns, dies, or ceases to reside in the Branch area.

Section 8. The Executive Committee shall declare an office or a position of Member-at-large on the Executive Committee vacant if the member holding that office or position fails, without notice, to attend three consecutive business meetings, including meetings of the Executive Committee and the Preliminary Business Meeting and Annual Business Meeting of the Branch.

Section 9. The foregoing provisions of the bylaws notwithstanding, the following changes shall take effect on the anniversary date of the close of the previous annual meeting in any calendar year during which an annual meeting is not held or (insofar as elections cannot be completed) at the close of any annual meeting at which elections are not completed: (a) the President shall retire and the President-elect shall assume the office of President; (b) the office of President-elect shall be filled by appointment by the Executive Committee; (c) the term in office of the Secretary Treasurer, if expiring, shall be extended until the close of the next annual meeting; (d) the office of Representative on the Governing Board shall be filled by appointment by the Executive Committee if the term in office of the incumbent is expiring; and (e) the terms of all Members-at-large on the Executive Committee shall be extended for one year.

ARTICLE IX ADDITIONAL DUTIES OF THE BRANCH PRESIDENT

Section 1. The President, upon assuming office, shall promptly organize the Branch according to the provisions of these bylaws, appoint all standing and special committees, and designate the chairs thereof except as provided otherwise in these bylaws.

Section 2. The President shall preside over all business meetings of the Branch and the Executive Committee. In the absence of the President the most recent available Past President shall preside.

Section 3. In case the Branch Representative on the Governing Board is unable to attend a regular or special meeting of the Governing Board of the parent Society, the President or an alternate Representative

designated by the President shall attend instead.

**ARTICLE X DUTIES OF THE PRESIDENT-ELECT, THE SECRETARY TREASURER,
AND THE REPRESENTATIVE ON THE GOVERNING BOARD**

Section 1. The President-elect shall select vice-chairs for standing committees with biennial chairs, and shall submit their names to the President for appointment. The President-elect is responsible for preliminary arrangements for the following annual meeting.

Section 2. The Secretary Treasurer shall record the minutes of all Branch business meetings and transmit an account of the proceedings of the annual meeting to The Society for publication; record the minutes of all Executive Committee meetings and prepare summaries thereof; maintain a file of names and addresses of the Branch members; receive all moneys paid to the Branch and hold them in checking and savings accounts; disburse Branch funds for all regular expenses of the Branch as directed by the Executive Committee; render an accounting of receipts and expenditures annually to the Executive Committee; prepare any State or federal income tax return that may be required; maintain a current calendar of Branch events; distribute current copies of the Branch guidelines to new officers and Members-at-large on the Executive Committee; and keep all copies of the Branch guidelines up to date.

Section 3. The Representative on the Governing Board shall report on the activities of the Governing Board at the Preliminary Business Meeting of the Branch.

ARTICLE XI ADDITIONAL DUTIES OF THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee is at all times responsible for the policies, actions and welfare of the Branch. It has the duty and authority to aid the President in organizing the Branch, in promoting the objectives of the Branch, and in supervising the activities of all committees.

Section 2. The Executive Committee shall meet at least once each year, at a time and place designated by the President. Six members of the Executive Committee present in person constitute a quorum.

Section 3. The Executive Committee shall determine the means by which the Branch finances its activities and the amount of registration fees to be charged at the annual meeting.

Section 4. The Executive Committee may approve the payment of all or part of the traveling expenses of officers and members of the Branch incurred in the course of carrying out duties for the Branch. Disbursements for these purposes, including pre-travel advances, must be approved by vote of the committee before payment, except that the Secretary Treasurer may take a pre-travel advance without prior approval by the Committee.

Section 5. The Executive Committee shall formulate and adopt operating guidelines for the Branch. The guidelines shall not take precedence over any provision of these bylaws.

ARTICLE XII STANDING COMMITTEES

Section 1. Only members of the Branch may serve on standing committees, except non-members may serve on the Special Events committee.

Section 2. Standing Committees of the Branch are Arrangements; Auditing; Awards Canvassing; Awards Selection; Insect Detection, Evaluation, and Prediction; Membership; Nominations; Operations; Program; Publicity; Registration; Resolutions; and Special Events.

Section 3. All committees handling money or charging fees shall give an accounting to the

Secretary Treasurer at the end of each annual meeting.

Section 4. Except as provided otherwise in this Article, standing committees shall consist of a chairperson, called a chair, and at least one additional member. The standing committees shall operate in accordance with Branch guidelines.

Section 5. Members of standing committees, including chairs, shall serve for the year of appointment only, with the following exceptions: (a) the Arrangements Committee and Program Committee shall have biennial chairs, in which the vice-chair selected by the President-elect shall serve for one year as vice-chair and the following year as chair; (b) the Membership Committee shall have a triennial chair, in which the term of service of the chair shall coincide with the chair's three-year term as Branch Representative on the Membership Committee of The Society. The Membership Committee chair shall be appointed by the person who will be Branch President at the beginning of the term of the chair.

Section 6. The Auditing Committee shall consist of three members of the Branch who are not members of the Executive Committee. They shall examine the Branch's accounts and report their findings to the membership at the Annual Business Meeting.

Section 7. The Awards Canvassing Committee shall consist of six members of the Branch who are not members of the Executive Committee. They shall canvass the Branch for awards candidates and transmit the names of the candidates to the President.

Section 8. The Awards Selection Committee shall consist of five members who are not members of the Executive Committee. They shall select recipients of Branch awards and select Branch nominees for Society awards from among the candidates named by the Awards Canvassing Committee.

Section 9. The Nominations Committee shall consist of three members of the Branch who are not members of the Executive Committee and who have not held a Branch office for at least one year before their appointment.

Section 10. The Program Committee shall consist of at least three members in addition to the chair and vice chair. The committee shall develop and conduct the submitted paper, invitational address, display presentation, and symposium parts of the annual meeting program, and assign Branch members to preside over all sessions except business meetings and plenary sessions. They shall carefully consider all phases of Entomology and give each an adequate place on the program so far as possible. They shall transmit a draft of the printed program to the Secretary Treasurer well in advance of the annual meeting, so that the program may be printed and mailed to the members approximately five weeks before the annual meeting.

Section 11. The Resolutions Committee shall consist of a chair who is not a member of the Executive Committee, a Member-at-large of the Executive Committee who is in the second or third year of service on the Executive Committee, and another person who is not a member of the Executive Committee.

ARTICLE XIII PARLIAMENTARY AUTHORITY AND CONSTRUCTION OF BYLAWS

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Branch in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rule of order adopted by the Branch.

Section 2. No part of these bylaws shall be construed as contradicting the Constitution and Bylaws of The Society.

ARTICLE XIV AMENDMENTS

Section 1. Proposals to amend these bylaws shall be signed by two or more members of the Branch and shall be

submitted to the President not later than 60 days before the mailing date of the Preliminary Notice for the next annual meeting. The President shall promptly refer each such proposal to the Executive Committee for consideration.

Section 2. The Executive Committee shall recommend approval or disapproval of each proposed amendment, and shall cause the proposed amendment, together with the Committee's recommendations, to be printed and distributed to the members of the Branch with the Preliminary Notice of the next annual meeting. The proposed amendment shall be placed on the agenda for the Annual Business Meeting at that meeting. .

Section 3. At the Annual Business Meeting, the President shall summarize or, on request by any member, read the proposed amendment and state the question of its adoption. If two-thirds or more of the members present are in favor of the proposed amendment, it shall be adopted, subject to the provisions of Section 4; otherwise it shall be lost.

Section 4. If required by the members as a condition of their approval in accordance with Section 3, the proposed amendment shall be printed and distributed in ballot form by the Secretary Treasurer to all members of the Branch, for their approval, with the Preliminary Notice of the following annual meeting.

Ballots cast by the members shall be mailed to the Secretary Treasurer at least three weeks before the annual meeting to which the Preliminary Notice pertains, or delivered to the Secretary Treasurer not later than the close of the Preliminary Business Meeting at that meeting. All ballots timely cast shall be tabulated at the annual meeting by a special committee of three members, and the results shall be announced at the Annual Business Meeting. If two-thirds or more of the ballots cast are in favor of the proposed amendment, it shall be adopted; otherwise it shall be lost.