

CONSTITUTION AND BY-LAWS OF THE MICHIGAN ENTOMOLOGICAL SOCIETY

ARTICLE I – NAME

Section 1. This organization shall be known as THE MICHIGAN ENTOMOLOGICAL SOCIETY.

ARTICLE II – PURPOSE

Section 1. Promote the science of entomology in all its branches and by all feasible means and to advance cooperation and good-fellowship among persons interested in entomology.

ARTICLE III – MEMBERSHIP

Section 1. Any individual or organization interested in the purpose of the society shall be eligible for membership without regard to race, creed, color, religion, sex, national origin, ancestry, disability, age, or exercising their right of free speech.

Section 2. The classes of membership shall be Active, Honorary Life, Student, Sustaining, Institutional, and Life.

Section 3. Active: For individuals.

Section 4. Honorary Life: May be conferred upon any member who has performed long and distinguished service in the field of entomology to the State of Michigan or to the Society. Proposals for Honorary Life Membership shall be made in writing with a supporting statement by two Active Members and shall be acted upon by the Governing Board and submitted to the society for vote by mail ballot. Nominees must receive four-fifths of the ballots cast to be elected. The total number of Honorary Life Members shall not exceed five at any one time and not more than two shall be elected in any one year. Honorary Life Members shall be exempt from payment of dues but shall have all the privileges of active membership.

Section 5. Student: An individual attending school full time through high school.

Section 6. Sustaining: Any person or organization supporting the aims of the society by submitting an annual fee set by the Board.

Section 7. Institutional: Any institution, society, school, museum, or other organization desiring to support the aims of the Society, but not to the extent of a sustaining membership.

Section 8. Life: A one-time individual fee.

ARTICLE IV – OFFICERS

Section 1. The officers of this Society shall be President, President-Elect, Past President, Secretary, and Treasurer.

Section 2. President-Elect/President/Past President. The President-Elect shall be elected by mail ballot as specified in the By-Laws. He/she shall serve one year as the President-Elect, second year as President and third year as Past President. He/she shall assume the office of President-Elect at the close of the annual meeting next following his/her election.

Section 3. Secretary and Treasurer. The Secretary and Treasurer shall be appointed by the Board and shall serve for three years. They shall assume office at the close of the annual meeting next following his/her election.

ARTICLE V – GOVERNING BOARD

Section 1. The Board shall consist of the following members: President, President-Elect, Past President, one of the most recent available Past-Presidents, Secretary, Treasurer, three elected Members-at-Large, Associate & Journal Editors, Associate & Newsletter Editors, and Webmaster.

Section 2. The Governing Board shall conduct the business of the Society, interpret, and implement Society policy.

Section 3. In the event that a regional branch has not held a branch meeting for one year, a member-at-large shall be elected to the Governing Board in the same manner as other officers. The last branch chairman shall continue to serve on the Governing Board until he/she is replaced by an elected member-at-large.

ARTICLE VI – GENERAL GUIDELINES

Section 1. Notwithstanding any provision of the Constitution or By-Laws which might be susceptible to a contrary construction:

- (a) the Society shall be organized and operated exclusively for scientific and educational purposes;
- (b) no earnings or use of the Society name shall be incurred to the benefit of any private individual;
- (c) no substantial part of the activities, funds, or publications of the Society shall be made to influence legislation or a public office candidate;
- (d) The Society shall not be organized or operated for profit;
- (e) the Society shall not:
 - (1) Lend any part of its income or corpus, without the receipt of adequate security and reasonable rate or interest;
 - (2) Pay any compensation, in excess of a reasonable allowance for salaries or other compensation for personal services actually rendered;
 - (3) Make any part of its services available on a preferential basis;
 - (4) Make any purchases of securities or any other property for more than adequate consideration in money or money's worth;
 - (5) Sell any securities or other property for less than adequate consideration in money or money's worth.

The prohibitions contained in this subsection do not mean to imply that the Society may make such loans, payments, sales or purchases to anyone else, unless such authority be given or implied by other provisions of the Constitution or By-Laws.

Section 2. No officer or committee of the Society or of its Branches shall solicit in the name of the Society contributions for use in obtaining or paying for specialized entertainment.

ARTICLE VII – FUNDS

Section 1. Society funds shall be the responsibility of the Treasurer as specified in the By-Laws.

Section 2. A permanent fund shall be established to include donations and bequests. The fund shall be in custody of the Governing Board. Funds shall be invested and may be expended only by the Governing Board. Loans may be made to other established funds of the Society for self-liquidating projects.

ARTICLE VIII – PUBLICATIONS

Section 1. The publications of the Society will be a journal, a Newsletter, and computer webpage.

ARTICLE IX – STANDING COMMITTEES

Section 1. Standing Committees shall be identified by the Governing Board. Their duties and election are set forth in the By-Laws.

ARTICLE X – MEETINGS

Section 1. The annual meeting shall be at such time and place as may be decided upon by the President-Elect. Special meetings may also be called by the Governing Board.

ARTICLE XI – BRANCHES

Section 1. Branches shall be established on the basis of convenience of local members.

Section 2. Establishment of branches must be endorsed by the Governing Board and be approved by the Society.

Section 3. Membership shall be voluntary. Branch voting is limited to Branch members.

Section 4. Officers of each Branch shall have a Chair, a Vice-Chair, a Secretary-Treasurer, and a Recording Secretary. These officers shall be elected by their respective Branches.

Section 5. Activities of each Branch shall operate autonomously subject to the Society Constitution and By-Laws.

Section 6. Financial Responsibility of Branches shall not incur financial indebtedness in the name of the parent Society without explicit prior approval of the Governing Board.

Section 7. If any Chair of a Regional Branch should be elected to the position of President-Elect, his/her position as Chair of the Branch shall be considered vacated and the Branch shall fill the office in their designated manner.

ARTICLE XII – AMENDMENTS

Section 1. All proposed amendments shall be presented at an annual meeting. The President shall at that time appoint a special committee to consider the amendment or amendments and to report its recommendations at the next annual meeting. At that time members may make changes germane to the subject and purpose of the amendment, which shall then be referred by mail ballot to the entire membership. If two-thirds of the votes cast are in the affirmative, the amendment shall be adopted.

ARTICLE XIII – DISSOLUTION

Section 1. Upon dissolution of the Society, the Governing Board shall distribute the assets and accrued income to one or more organizations as determined by the Board but which organization or organizations shall meet the limitations prescribed in Section 1 of Article VI, immediately preceding.

BY-LAWS

ARTICLE 1 – MEMBERSHIP

Section 1. Privileges. All members shall have equal privileges, except as otherwise herein specified.

Section 2. Membership of persons who are accepted before July 1 shall begin with the preceding January 1; membership of those accepted at a later date shall begin in the following January 1, unless the earlier date is requested and the required dues have been paid.

ARTICLE II – OFFICERS’ DUTIES

Section 1. President shall have and exercise such powers as are reasonably necessary to carry out his/her official duties, including: preside at Governing Board meetings and annual business meeting; arrange with Secretary in setting date of fall Governing Board meeting and agenda; appoint special committee members and Chair, specify their charge and time to report recommendations.; with Governing Board approval, fill vacancies in the standing committees, such appointees to serve until the next annual meeting; appoint representatives to other organizations and meetings as needed.

Section 2. President-Elect. shall serve as Annual Meeting Chair, determine site, date, and agenda and act as President if President can not serve.

Section 3. Past President shall Chair the Nominating Committee, solicit nominees from the Board and from the membership by Newsletter notice, obtain needed information from all nominees, and notify the Secretary of those results; tabulate votes; notify all candidates of election results.

Section 4. Secretary shall record minutes of Governing Board and annual business meetings and submit them for publication in the Newsletter; prepare and send Governing Board members their meeting agenda; prepare ballot for printing; respond to routine mail requests; maintain an up-to-date membership/subscriber list, submit periodic changes to mailing firm, and submit it bi-annually for publication in the Newsletter; prepare membership meeting notices for the Newsletter.

Section 5. Treasurer shall maintain Society incomes and expenses; submit a report of Society’s financial status at Annual and Governing Board meetings; file Non-profit organization form with IRS; maintain checking and other accounts; pay all bills in a timely manner; maintain backlog of all Society publications; maintain current dues status of all members and subscribers; purchase needed business supplies and equipment; prepare and mail author invoices. The Treasurer shall be bonded to assure Society liquidity.

ARTICLE III - GOVERNING BOARD DUTIES

Section 1. Shall interpret and implement policies of the Society.

Section 2. Print the dues schedule in the Society’s publications and review the dues schedule each odd numbered year to determine if a change is needed for the next year.

Section 3. Provide recommendations to the President in his appointment and charge for Special Committees.

Section 4. Fill a vacancy in the office of the President-Elect by the candidate in the most recent election who received the next highest number of votes for that office; if such candidate is not available the Board shall form a committee of its own members with the President as Chair.

Section 5. Shall, in the event the Secretary or Treasurer can not continue duties, fill that vacancy by appointment until the next regular election.

Section 6. General responsibility for the publications of the Society shall rest with the Governing Board.

Section 7. Appoint Editors of the Journal and Newsletter associate editors for each, and a Webmaster.

Section 8. The Journal Editor's duties shall include: review and edit all manuscripts submitted for publication in The Great Lakes Entomologist; notify authors of charges; submit manuscripts to reviewers; prepare each issue of the Journal; respond to all publishing related queries; provide authors with separates and notify Treasurer of author charges; report status at Governing Board and Annual meetings.

Section 9. The Newsletter Editor's duties shall include: prepare at least 3 issues per year for printing, including Entomology Notes as available and membership list each two years; report status at the Governing Board and Annual meetings.

Section 10. Associate Editors duties shall include: assist Editors; assume duties of respective Editors in their absence.

Section 11. The Members-at-Large duties shall include: attend Governing Board and Annual meetings; participate in discussions of agenda items; serve on committees as requested by the President; assist other Board members as needed.

Section 12. The Webmaster duties shall include: creation and maintenance of the Society Webpage.

ARTICLE IV – DUES

Section 1. Dues for the Life membership class shall be at 20 times Active class, payable within one calendar year.

Section 2. Members in arrears at the end of the calendar year shall be dropped from membership.

Section 3. Sustaining shall be greater than Active and set by the Board.

ARTICLE V – COMMITTEES: STANDING AND SPECIAL

Section 1. Terms of Office and Rotation. Unless otherwise indicated, members of standing committees shall serve for periods of three years each. Their elections shall be so arranged that one-third of the terms shall expire each year. Special Committees shall be limited to one year unless extended by the President.

Section 2. Election of Standing Committees. The Governing Board shall serve as the nominating committee to propose a slate of candidates for election to positions on standing committees not filled in other ways. The candidates nominated by the Board, together with any nominated from the floor, shall be voted upon at the annual meeting. The Board shall designate which member of each standing committee shall serve as chair.

Section 3. Function of Special Committees. Develop and make recommendations to the Board on specific issues, normally within one calendar year. The committee is dissolved when final recommendations are accepted.

ARTICLE VI. VOTING PROCEDURE

Section 1. Voting and holding office shall be open to all individual members.

Section 2. The President-Elect, Secretary, Treasurer, and Members-at-large shall be elected by mail ballot by the following procedure: Membership shall be solicited by notice in the Newsletter and at least six months preceding the next election for nominees to fill vacancies. At least four months prior to each annual meeting the Governing Board shall meet to consider nominations. Nominees are apprised of office responsibilities, their approval to serve obtained, and notify the Secretary of candidate names. Names shall be placed alphabetically on a ballot, mailed to each member not later than two months before the annual meeting, for return in an envelope marked "Ballot." A return date of at least thirty days after issue shall be specified for the return of the ballots. Ballots received later than the specified date shall not be counted. The votes shall be tabulated by the Past President and two other non-candidate members s/he selects. The candidate or issue receiving the most votes shall be declared approved. The Governing Board and all candidates shall be promptly notified of the outcome.

Section 3. Terms of service of the three members-at-large shall be staggered over three years.

Section 4. If only one nominee accepts candidacy for a vacancy the Board shall declare that candidate winner without a vote.

Section 5. If two candidates for any office tie for high vote the winner shall be decided by the membership through secret ballot vote at the next annual business meeting.

ARTICLE VII – QUORUMS

Section 1. Ten active members shall constitute a quorum for the transaction of the business of the Society.

Section 2. Four members of the Governing Board shall constitute a quorum for the transaction of the business, provided, that all members of the board have been informed of the intent to meet.

ARTICLE VIII – AMENDMENTS

Section 1. Changes in these By-Laws may be made by a two-thirds vote of any general meeting or by a two-thirds majority of all votes cast in a mail ballot; provided, that written notice of the proposed amendment shall have been sent to every active member at least one month before the date of the meeting at which it is to be considered, or the last date for the receipt of the ballots in case of mail vote.

ARTICLE IX. PARLIAMENTARY AUTHORITY

All business, unless stated otherwise in the Constitution or By-laws, shall be conducted according to Robert's Rules of Order, revised edition.

Revised: 2007