

CONSTITUTION
AND
STANDARD OPERATING PROCEDURES
OF THE
SOCIETY OF SOUTHWESTERN ENTOMOLOGISTS

Compiled in 2013 by:

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Forward

The following procedures were written during 2013 as a first attempt to provide written Standard Operating Procedures for the Society of Southwestern Entomologists. During the General Business meeting, February 25, 2013, the membership voted to provide the Associate Editor an annual credit of \$300 for use to assist Mexican colleagues who provide peer review of manuscripts and to help off-set publication page charges. Also, the membership voted to provide an annual stipend of \$1,500 for clerical support to the Editor for assistance with her Editorial duties. At the meeting, I agreed to develop language to amend the Bylaws to provide compensation to the Associate Editor. After the meeting I found that the Society only has a Constitution and does not have any Bylaws. I then looked at the organizational structures of other entomological societies (Southwestern Branch of the Entomological Society of America, Florida Entomologist, and Georgia Entomological Society) to determine possible operation guidelines or procedures our Society could adopt. Therefore, these Standard Operating Procedures were compiled to 1) ensure continuity from year to year in the operation of the Society, 2) provide officers and committee chairs with job descriptions for efficient operation of the Society, and 3) provide a document where business changes by the Society can be recorded.

These procedures should be a working document that will change over time to meet the needs of our Society. If the officers or committee chairs find any areas that are not address in the procedures or if they develop changes that will improve the operation, then the procedures should be revised. The procedures should ensure that the operation of our Society upholds to the articles of the Constitution and that when needed changes may be made to the Constitution. It is recommended that the Standard Operating Procedures Document be kept current by the immediate Past-President of the Society of Southwestern Entomologists, and that it be passed on to the newly elected President within 30 days of the annual meeting to be distributed to the new slate of officers and committee chairs.

The Standard Operating Procedures Committee would like to thank the Past-Presidents and other officers for their contributions to this document, and the Executive Committee for their final approval.

Compiled and edited by:
Ed Bynum, President
Society of Southwestern Entomologists
October 2013

Objective and Purpose of the Society of Southwestern Entomologists

The objective and purpose of the Society is to foster entomological accomplishment in the southwestern United States and Mexico through: (1) the encouragement of association and free discussion among all entomologists; (2) the preparation, reading, and publication of papers; (3) the dissemination of entomological information to the general public; and, (4) publication of the *Southwestern Entomologist*.

The Society operates under the Constitution and By-Laws which is subject to change only by the approval from the members participating in the final business meeting held at the Annual Business Meeting. Standard Operating Procedures (SOP's) are developed by the Executive Committee, Officers, Editor of the *Southwestern Entomologist*, and Committee Chairs. The SOP's are regarded as a working document to enable new officers, chairs, and members to become familiar with the goals and annual tasks of the Society offices and committees for which they serve. Changes to the SOP are made only with the approval from the Executive Committee. The following documents include the Constitution of the Society followed by the SOP citing appropriate sections from the Constitution.

Constitution of the Society of Southwestern Entomologists

Article I. Name

This corporation, "Society of Southwestern Entomologists", formerly chartered under the laws of Texas in the name and style of the "Southwestern Entomological Society," herein and after called the "Society," is formed as an educational institution, not contemplating financial gain or profit.

Article II. Purpose

The object and purpose of the Society is to foster entomological accomplishment among its members and to promote the science of Entomology through the encouragement of: (1) association and free discussion among all members; (2) the preparation, reading, and publication of papers; (3) the dissemination of entomological information to the general public; and, (4) publication of the *Southwestern Entomologist*.

Article III. Membership

Section 1. – Membership: Membership shall be open to all persons interested in entomology.

Section 2. – Procedure to Obtain Membership: Any person desiring to become a member of the Society shall do so by application to the Secretary-Treasurer through payment of such dues as may be established by the Executive Committee.

Section 3. – Member in Good Standing: One who is current in payment of dues.

Article IV. Membership Rights

Section 1. – Voting: Each member in good standing shall be entitled to one vote at any regular or special meeting [and for a mailed or an electronic ballot](#). Voting by proxy shall not be allowed.

Section 2. – Privileges: All members in good standing shall have equal privileges as to presentation of papers and discussion at meetings.

Section 3. – Journal: Each member in good standing shall be entitled to receive as often as published a copy of the *Southwestern Entomologist*, and any other Society publications.

Section 4. – Termination of Membership: Upon the cessation of membership of any member of the Society at any time and for any reason or cause, all rights, title, and interest in and to any and all of the Society's assets shall automatically terminate.

Article V. Membership Certificates

Section 1. – Certificates: Each member in good standing shall be entitled to receive such evidence of membership as may be decided upon by the Executive Committee.

Section 2. – Transfer: Membership in the Society shall not be transferable or assignable.

Article VI. Dues

Section 1. – Annual Dues: The annual dues for membership in the Society shall be such amount as may be established by the Executive Committee from time to time. These dues shall be kept in a fund for use by the

Secretary-Treasurer for expenses incurred in publishing and distributing the journal as well as normal expenses of the Society.

Section 2. – Time of Payment: The Executive Committee shall set such times during each year as it deems advisable for the payment of annual dues by members. The name of a member more than one year in arrears in payment of dues shall be dropped from the roll, provided two notices of indebtedness shall have been mailed to him, and such members shall have no further rights, title, or interest in the Society as provided for by Article IV, Section 3, of this Constitution.

Article VII. Meetings of the Society

Section 1. – Annual Meetings: The Society shall hold annual meetings at such times and places as may be designated by the Executive Committee and specified in the notice thereof, for the purpose of conducting such business as may be properly brought before the meeting.

Section 2. – Registration Fee: A registration fee, in an amount to be determined by the Executive Committee, may be paid at each annual or special meeting by all members and non-members who attend.

Section 3. – Special Meetings: Special meetings of the Society shall be held at any time at such place as may be specified in the waiver or notice thereof, whenever called by the President or any two or more members of the Executive Committee.

Section 4. – Notice: Notice of all meetings of the Society, annual and special, stating the time, place, and agenda shall be mailed to each member by the President, Secretary-Treasurer, or officer calling the meeting not less than 7 days prior to the meeting.

Article VIII. Officers

Section 1. – Officers: The Officers of the Society shall consist of a President, President-Elect, and Secretary-Treasurer. The President-Elect shall be elected by and from the membership by a plurality vote. The President-Elect shall automatically accede to the office of President at each annual meeting, or should the President be unable or unwilling to act for any reason. Nominees for President-Elect of the Society shall be selected by a Nominating Committee comprised of the Immediate Past-President, current President-Elect, and Secretary-Treasurer. The President and President-Elect shall hold office from the date of election at the annual meeting until the election of their successors at the next annual meeting and shall not be eligible for re-election to the same office for a successive term. The Secretary-Treasurer shall be nominated by the President subject to approval of the Executive Committee and shall serve from the date of appointment at the annual meeting for a period of 2 years. Reappointment may be made at the end of a 2-year term by mutual consent of the Executive Committee and the Secretary-Treasurer. No member may occupy more than one office at any one time.

Section 2. – Powers of President: The President shall be the chief executive officer of the Society and shall preside at all meetings of the Society and Executive Committee, have and exercise general and active management of the Society, execute and enforce all orders and resolutions and regulations duly adopted by the Executive Committee, execute all contracts in the name of and on behalf of the Society, and perform such other duties as assigned by the Executive Committee.

Section 3. – Powers of President-Elect: In the absence of the President, or in case of his failure to act, the President-Elect shall have all of the powers of the President and shall perform such other duties as shall from time to time be imposed upon him by the Executive Committee.

Section 4. – Powers of Secretary-Treasurer: The Secretary-Treasurer shall attend and keep the minutes of all meetings of the Executive Committee, shall have charge of the records and seal of the Society, and shall, in general, perform all duties incident to the office of Secretary-Treasurer of the Society. The Secretary-Treasurer shall keep full and accurate accounts of receipts and disbursements on the books of the Society and shall deposit all monies and other valuable properties and effects in the name of and to the credit

of the Society in such depository or depositories as may be designated by the Executive Committee. The Secretary-Treasurer shall disburse funds as may be ordered by the Committee, taking proper vouchers for such disbursements; and shall render to the Executive Committee, whenever it may require, an account of all his transactions as Secretary-Treasurer, copies of any current and pending contracts the Society may have regarding the Journal, and of the annual financial condition of the Society.

Article IX. Executive Committee

Section 1. – Members and Qualifications: All properties, property rights, objects and purposes of the Society shall be managed, promoted, and regulated generally by an Executive Committee to consist of the Immediate Past-President, the President, President-Elect, and Secretary-Treasurer of the Society. Any three officers shall constitute a quorum for the transaction of business. The Editor of the *Southwestern Entomologist*, as appointed in Article X, Section 2, shall be an *ex officio* member of the Executive Committee.

Section 2. – Annual Meetings: The Executive Committee shall meet immediately before the annual meeting of the members at the joint Society meeting with the Southwestern Branch of the Entomological Society of America for the transaction of such business as may properly come before the Committee. No notice of such annual meeting shall be required and, should a majority of the newly-elected officers fail to be present, those present may adjourn without further notice to a specified future time.

Section 3. – Other Meetings: The Executive Committee shall not be required by this Constitution to hold regular meetings but may, by resolution, establish such order of meetings as it deems desirable. Special meetings of the Committee shall be held at any time at such places as may be specified in the notice or waiver thereof, whenever called by the President or any two or more officers.

Section 4. – Notice: Notice of all meetings of the Executive Committee other than the annual meeting, stating the time, place, and agenda for which the meeting has been called, shall be given to each officer by the President or officers calling the meeting not less than 3 days prior to the meeting.

Section 5. – Vacancies in Executive Committee: Any vacancy in the office of any officer, however occasioned, may be filled, pending the election of his successor by the Society, by a majority vote of the remaining Executive Committee.

Article X. Publications

Section 1. – Journal: The official publication of the Society shall be the *Southwestern Entomologist* and any other publication deemed appropriate by the Executive Committee.

Section 2. – Editor: The journal shall be edited and published by the Editor. The Editor shall be responsible for identifying a publisher for the Journal, communicating Society needs to and negotiating contracts, if any, with the publisher of the Journal, as well as formulating a contract in collaboration with the President, President-Elect, and Secretary-Treasurer. The Editor shall be appointed by the Executive Committee for a 3-year term and may succeed himself upon approval by the Executive Committee. The Editor shall also serve as an *ex officio* member of the Executive Committee. The Editor may appoint an Associate Editor for a 1-year term.

Section 3. – Editorial Board: There shall be an Editorial Board to assist the Editor upon his request in (1) making recommendations to the Executive Committee concerning publication policies, (2) the review of submitted papers and determining their suitability for publication in the journal, and (3) when necessary, vote on actions regarding clarity and accuracy of Journal issues. The Editor, Associate Editor, and Editorial Board shall consist of five Society members appointed for 5 years each, so that one member retires each year. Each year the editor shall nominate a slate of two members, from which the Executive Committee shall appoint one.

Article XI. Miscellaneous Provisions

Section 1: All checks and drafts shall be signed in such manner as the Executive Committee may from time to time determine.

Section 2: At all duly constituted meetings of the Society or the Executive Committee of the Society, 20 members in good standing or three officers, respectively, shall constitute a quorum for the transaction of any business presented at such meetings.

Section 3: All notices required to be given by this Constitution relative to any regular or special meeting of the Society or of the Executive Committee may be waived by the Committee or members entitled to such notice, either before or on the date of the meeting and shall be deemed equivalent thereto. Attendance at any meeting of the Society or of the Executive Committee shall be deemed a waiver of notice thereof.

Section 4: If for any reason the Society shall disband, any and all assets shall be transferable to the Southwestern Branch of the Entomological Society of America.

Section 5: When necessary, Committees can be established by the President to meet specific goals of the Society.

Article XII. Amendments

Section 1: This Constitution may be altered or amended or By-Laws adopted by a majority vote or the quorum present at any annual or special meeting thereof provided that notice of such proposed amendment or By-Laws shall have been set forth in the notice of the meeting.

Standard Operating Procedures

Membership Dues

Article VI, Section 1. – Annual Dues: The annual dues for membership in the Society shall be such amount as may be established by the Executive Committee from time to time. These dues shall be kept in a fund for use by the Secretary-Treasurer for expenses incurred in publishing and distributing the journal as well as normal expenses of the Society.

Article VI, Section 2. – Time of Payment: The Executive Committee shall set such times during each year as it deems advisable for the payment of annual dues by members. The name of a member more than one year in arrears in payment of dues shall be dropped from the roll, provided two notices of indebtedness shall have been mailed to him, and such members shall have no further rights, title, or interest in the Society as provided for by Article IV, Section 3, of this Constitution.

PROCEDURES:

1. Annual dues for membership to the Society is set at the amount of \$20.00 (U.S. dollars) for one year.
2. Membership dues should be paid within the calendar year, deadline March 1. Payments received after March 15 will be applied to the next calendar year.
3. Payment can be made with U.S. dollars, money order or check drawn on U.S. bank made payable to the **Society of Southwestern Entomologists**.
4. Membership Form:

APPLICATION FOR MEMBERSHIP

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Country _____ E-mail _____

Complete this application and return it to the address below with a check for \$20.00 (US dollars, money order or check drawn on a US bank, no credit cards) payable to the Society of Southwestern Entomologists.

Allen Knutson
Secretary-Treasurer
17360 Coit Road
Dallas, TX 75252
a-knutson@tamu.edu

Officers

General charge of responsibilities by the Society of Southwestern Entomologists' Constitution

President

Article VII, Section 2. – Powers of President: The President shall be the chief executive officer of the Society and shall preside at all meetings of the Society and Executive Committee, have and exercise general and active management of the Society, execute and enforce all orders and resolutions and regulations duly adopted by the Executive Committee, execute all contracts in the name of and on behalf of the Society, and perform such other duties as assigned by the Executive Committee.

PROCEDURES:

1. The President is a full-voting member of the Southwestern Entomologists Society Executive Committee.
2. At the conclusion of the annual membership meeting, you will assume the office of President. At this time, you have an opportunity to state your plans and vision for the upcoming year and appoint members to the Nominations Committee and to establish other committees as needed. **February-March (depending on the month for the annual meeting)**
3. The President shall conduct an audit of the Society's financial statement or appoint an Audit Committee. This provides an introduction to the finances of the Society and provides a critical service to the Society. The secretary/treasurer will provide a financial statement, bank statements and register of checks and deposits. Upon completion of the audit, the President or Chair of the Audit Committee should send a letter to the Secretary/Treasurer regarding the audit which is printed with the minutes in the June issue of the Journal (see previous minutes printed in the June issue for letter examples). The letter must be received by late April as it will be published in the June issue. **February-March**
4. The President shall appoint a Nominations Committee whose duty is to select two candidates for President-elect. A list of previous Society Presidents is listed on the Society's web page. Historically, there has been an effort to rotate nominations among the branch states and agencies (University, Extension, Industry, ARS, etc). Candidates should have published in the Southwestern Entomologist, demonstrating a commitment to the Society and Journal. The committee must request each candidate to send a one-half page biographical sketch or resume highlighting their professional accomplishments, service, and their reason for serving as President. This information will be provided on the ballot. This information should be sent as an e-mail attachment to the Secretary-Treasurer by October-November, so it can be included in the mailing for membership renewal. **May-October**
5. The President shall contact the Southwestern Branch of the Entomological Society of America Program Chair of the Annual meeting to reserve a room for the *Executive Committee meeting* and the *Annual Business meeting* and request that these meetings and their locations and times be published in the Meeting Program. **August-September:**
 - a. *Executive Committee meeting.* The Executive Committee consists of the three

Society officers and the Past President. The Editor and Associate Editor are ex officio members and are invited and encouraged to attend. The names of all of these are listed on the inside cover of the current issue of the Journal of the Southwestern Entomologists. A meeting room to accommodate 6 will be sufficient. The President should contact each of these six members to determine the best time to meet as an Executive Committee during the branch meeting. At this time, the President can also inquire about items and issues that need to be included on the Agenda of the Executive and Business meetings. The length of the meeting depends on the amount of business to conduct, but 1 - 1 ½ hour is usually sufficient.

- b. *Annual Membership meeting.* The membership meeting is open to all Society members and other interested in the Society. The Executive meeting is held prior to the Membership meeting and can be one to two days prior or two hours prior to the Business meeting. Attendance is highly variable, and an hour is usually sufficient time. The agenda typically includes Secretary's report, Editor's report, Treasurer's report, old business, new business and awarding the outgoing President with a plaque.
6. The Presidents shall prepare a letter to be included with the Annual Membership renewal mailing. This mailing, the only one to the membership each year, will also include the ballot for President-elect and each candidate's short bio/resume. The letter usually encourages members to renew their membership early and reminds them of the March 1 deadline; reports accomplishments of the Society during the past year; states what a bargain membership is in the Society; encourages members to sign up new members; and announces the meeting times and locations of the Annual Membership meeting at the Entomological Society of America Branch meeting.
 - a. This letter may be on Society letterhead which is available from the Secretary. The signed original should be sent to the Secretary in early December for duplication and mailing.
 - b. Also, please contact the President of the SW Branch of ESA to see if they are willing to include a membership notice in the e-mails sent to ESA members regarding the annual ESA Branch meeting. This is a good way to reach ESA branch members regarding the Society and increase membership. **November**
7. The President shall confirm meeting rooms and times with Program Chair for the SW Branch Entomological Society of America meeting. Contact Editor and Sec-Treasurer to prepare meeting agenda. **January**
8. The President shall preside at Executive and Membership meetings during ESA-SW Branch meeting. At the conclusion of the Membership meeting, recognize the incoming President and allow them to make a statement if he/she desires to do so. **February**
9. The President shall present certificates for one year's free membership in the Society to the first place winner's of the ESA Student Competition (a total of four certificates: oral presentation Ph.D. and Masters and poster Ph.D. and Masters) during the ESA-SW Branch meeting. These certificates are usually provided by the Secretary-Treasurer. **February**

Past President

Article IX, Section 1. – Members and Qualifications: All properties, property rights, objects and purposes of the Society shall be managed, promoted, and regulated generally by an Executive Committee to consist of the Immediate Past-President, the President, President-Elect, and Secretary-Treasurer of the Society.

PROCEDURES:

1. For the year immediately following his year as President of the Society, the out-going President will serve as a full-voting member of the Southwestern Entomologists Society Executive Committee as Past-President.
2. The Past-President should attend the Executive Committee Meetings and the General Membership Meeting.

President-Elect

Article VIII, Section 3. – Powers of President-Elect: In the absence of the President, or in case of his failure to act, the President-Elect shall have all of the powers of the President and shall perform such other duties as shall from time to time be imposed upon him by the Executive Committee.

PROCEDURES:

1. The President-elect is a full-voting member of the Executive Committee and should attend both the Executive Committee meeting and the General Membership Meeting held during the annual meeting of the Southwestern Branch of the Entomological Society of America.
2. At the conclusion of the General Membership meeting, you will assume the office of President. At this time, you have an opportunity to state your plans and vision for the upcoming year and appoint members to the Nominations Committee and to establish other committees as needed.

Secretary/Treasurer

Article VIII, Section 4. – Powers of Secretary-Treasurer: The Secretary-Treasurer shall attend and keep the minutes of all meetings of the Executive Committee, shall have charge of the records and seal of the Society, and shall, in general, perform all duties incident to the office of Secretary-Treasurer of the Society. The Secretary-Treasurer shall keep full and accurate accounts of receipts and disbursements on the books of the Society and shall deposit all monies and other valuable properties and effects in the name of and to the credit of the Society in such depository or depositories as may be designated by the Executive Committee. The Secretary-Treasurer shall disburse funds as may be ordered by the Committee, taking proper vouchers for such disbursements; and shall render to the Executive Committee, whenever it may require, an account of all his transactions as Secretary-Treasurer, copies of any current and pending contracts the Society may have regarding the Journal, and of the annual financial condition of the Society.

PROCEDURES:

1. The Secretary/Treasurer is a full-voting member of the Southwestern Entomologists Society Executive Committee and will attend both the Executive Committee meeting and the General Membership Meeting which is held in conjunction with the annual meeting of the Southwestern Branch of the Entomological Society of America.
2. The Secretary/Treasurer is compensated at a rate determined by the Executive Committee. This compensation for the Secretary/Treasurer is \$2,750.00.
3. Duties of the Secretary/Treasurer

- a. **Taxes.**

File Forms 1096 and 1099 Misc to IRS. These forms have carbons and therefore can not be downloaded from the IRS website. The forms can sometimes be found in libraries, or a tax preparer may have them, or order them from IRS in advance. Complete forms for the Editor and Sec-Treas and others who receive a cash honorarium. These forms must be sent to Editor and Sec-Treas and the IRS in January.

Complete IRS tax return for Society. This is done on-line through a site for non-profit organizations. Be familiar with IRS tax rules for non-profits.

- b. **Annual Membership Renewal.**

A mailing, via e-mail, is sent to each member in January and includes 1) Membership renewal form 2) President's letter and 3) Ballot for election of President. The ballots must be returned prior to the annual meeting, which is usually in late February or March. The renewal forms and payment must be received in time for mailing the March issue.

Contact President for his/her letter in December. Send last year's letter as an example. Contact President regarding need for Nominations Committee to select two candidates and send ½ page bio for ballot. Provide Committee with list of past presidents. Prepare membership renewal form and ballot. Update membership mailing list.

Process membership renewal forms. Confirm and update addresses and e-mail. Record cash, check, money order payments and deposit payments at bank. In early March, send e-mail reminder to those not yet paid so mailing list for March can be as updated as possible. Otherwise, must send individual issues (put in envelope, address, and take to post office to mail) of the March journal to those who renew after the March issue has been mailed.

c. **Membership and Subscriber Services.**

Once the journal is printed in College Station, the printer delivers the journal to Admail, a mailing service in Bryan, TX. Admail addresses and sorts each copy according to Post Office requirements, and delivers them to the Post Office for mailing. Mailing lists for Members and Subscribers are updated and sent to Admail prior to mailing each issue.

About 3-4 issues are lost or damaged in the mail with each issue. A copy of past issue is retrieved from storage, placed in a envelope weighed, and the appropriate postage applied. If mailed outside the US, a green form must be completed at the Post Office declaring the contents of the package.

Respond to mail and e-mail requests from subscribers for annual subscription rates.

Pick up extra copies of journal and unused reprints at Admail four time/year. Maintain supply of back issues to replace missing copies and as archive for Society.

d. **Invoicing Page Charges and Reprints.**

Once a paper is accepted for publication, the Editor sends the corresponding author the Order Form to complete and return to the Secretary-Treasurer. The author states on the Order Form if reprints are desired and lists the contact and address for sending the invoice, for sending the reprints, if ordered, and the person responsible for payment, including their e-mail. Most Order Forms are received by e-mail. The information on the Order Form is then used by the Secretary-Treasurer to prepare an invoice using Quicken. The invoice is then mailed or scanned and e-mailed to the person designated responsible for payment. Directions for making payment by electronic bank deposit are also provided, and this method is commonly used by those outside the US. These electronic payments appear on the Bank Statement but have very little information as to the payee. Thus, it can be a challenge to match the payment to the appropriate invoice. Universities and ARS pay by check but all require a Vendor Identification form which must be completed by the Secretary-Treasurer. Many authors are slow to pay and follow-up e-mails are necessary to remind authors of outstanding invoices.

The Order Form is also used to prepare a mailing list of those authors requesting paper reprints. This list is sent to Admail which then mails the reprints. Each author also has access to a .pdf reprint that can be downloaded at no charge from the link to Bio-One.

Extra copies of each printing and reprints not ordered pile up at the Admail office in Bryan. It is necessary to collect these materials 2-3 times a year. Extra copies are stored and used to replace missing and damaged journals. Also, back issues are needed for members who pay late, after the March and June issues have been mailed. The reprints are discarded for paper recycling.

e. **Record Keeping and Reporting**

Prepare annual Treasurer's report. Enter income and expenses into Quicken spreadsheet, reconcile bank account, prepare report for distribution at annual meeting and publishing in the June issue.

Example of Treasurer's report:

Secretary-Treasurer's Report for 2012

January 1, 2012-Dec. 31, 2012

	Balance on hand January 1, 2012	\$16,214.70
Income:		
	Memberships	\$ 3,261.50
	Subscriptions	\$ 1,032.00
	Page Charges	\$20,273.00
	Royalties, BioOne	\$ 11,753.00
	CD Sales	<u>\$ 46.50</u>
	Total Income	\$36,366.00
Expenses:		
	Southwest Printing	\$ 23,419.00
	AdMail Mailing Service	\$ 1,946.98
	Editor's Fee	\$ 3,000.00
	Postage	\$ 697.20
	Bank Charge, Returned Check	\$ 780.00
	SW Branch Student Awards	\$ 950.00
	Secretary-Treasurer Fee	\$ 2,750.00
	Supplies: envelopes, copying	\$ 146.53
	President's Plaque	<u>\$ 64.95</u>
	Total Expenses	\$ 33,754.66
	Balance on hand December 31, 2012	\$18,826.04

As of December 31, 2012 there were 165 members of the Society and 73 institutional subscribers. As of January 31, 2013, the account balance at Pavillion Bank of Richardson, TX was \$24,906.41, unpaid invoices for page charges totaled \$4,890 and the Society had no outstanding debts.

Respectfully submitted,

Allen Knutson
Secretary-Treasurer

Record minutes at Executive Committee meeting and Business meeting. Edit minutes, send to President for review, edit, and send final copy to Editor for publication in June issue

Give Secretary and Treasurer's report at each of above meetings.

Complete post office form each year, mail form to post office and to Editor for publishing in December issue. Maintain second class mailing permit. Send check for postage account to US Post Office in College Station. This is usually about \$500 per year.

Maintain supply of envelopes and mailers, and have new supply printed as needed.

f. **Society Activities**

Responsible for President's plaque, order emblems from supplier in College Station, work with company in Richardson to make annual plaque.

g. **Others.**

Pay invoices for printer, mailing service, quarterly.

Journal Publication

Article X, Section 1. – Journal: The official publication of the Society shall be the *Southwestern Entomologist* and any other publication deemed appropriate by the Executive Committee.

General charge of responsibilities by the Society of Southwestern Entomologists' Constitution

Editor and Associate Editor

Article X, Section 2. – Editor: The journal shall be edited and published by the Editor. The Editor shall be responsible for identifying a publisher for the Journal, communicating Society needs to and negotiating contracts, if any, with the publisher of the Journal, as well as formulating a contract in collaboration with the President, President-Elect, and Secretary-Treasurer. The Editor shall be appointed by the Executive Committee for a 3-year term and may succeed himself upon approval by the Executive Committee. The Editor shall also serve as an *ex officio* member of the Executive Committee. The Editor may appoint an Associate Editor for a 1-year term.

PROCEDURES:

1. The Editor and Associate Editor shall serve as *ex officio* members of the Executive Committee and are invited to attend the Executive Committee Meeting and the General Membership Meeting.
2. The Editor will submit a written report yearly at the General Membership Meeting and the report will be published in the June issue of the *Southwestern Entomologist*.
3. The Editor is compensated by the Society at a rate determined by the Executive Committee. This compensation for the editor is \$3,000.00.
4. The Society voted February 25, 2013 to provide the Associate Editor an annual credit of \$300.00 that he could use for membership and page charges for Mexican colleagues who provide peer review of manuscripts.
5. The society voted February 25, 2013 to provide an annual stipend of \$1,500.00 for clerical support to Editor Pendleton for assistance with her Editorial duties.
6. Duties of the Editor and Associate Editor
 - a. Authors send the Editor manuscripts to be considered for publication in *Southwestern Entomologist*. The Editor assigns a number and records the number, title, and authors of the manuscript. If the manuscript is written in Spanish, the Editor e-mails the manuscript with the assigned number to the Associate Editor to process. The Editor and Associate Editor maintain lists of manuscript reviewers. The Editor and Associate Editor prepare a manuscript review form and e-mail the form and manuscript for peer review. After review, the manuscript and manuscript review form are returned to the Editor or Associate Editor. If the reviewers consider the manuscript acceptable for publication, the Editor and Associate Editor revise the grammar in the manuscript and send the manuscript to the corresponding author. If both reviewers consider a manuscript not acceptable for publication, the manuscript is rejected. After revision of an accepted manuscript, the author sends a revised version of the manuscript to the Editor. The Editor prepares and sends a copy of the order form to the author to complete and send to the Society Treasurer.

The Editor prepares the manuscript in the correct layout for publication, including inserting a heading with information on the issue of the journal at the top of each article. The Editor sends a final copy of the manuscript to the author for final approval before submitting any manuscript to the printer.

Before publication of an issue of the *Southwestern Entomologist* journal, the Editor finds and selects a photograph for the front cover of the journal, updates the information inside the front and back covers of the journal, and prepares the Table of Contents for the issue. The Editor prepares a pdf of each manuscript and submits each manuscript as a pdf and in a Word file to the printer. Depending on the month, the Editor prepares the Editor's Report to present at the annual meeting of the Society of Southwestern Entomologists and publish in the June issue of the journal, with the Associate Editor updates the Instructions for Preparation of Manuscripts and Instructions para la Preparación de Manuscritos en Español to publish in the September issue, and compiles the Subject Index and the Author Index to the volume to publish in the December issue of the journal. The printer prepares the cover and inside contents of each issue. The Editor checks and rechecks each manuscript against the pdf of the journal issue prepared by the printer. After receiving the final corrected copy of an issue from the printer, the Editor prepares a Content Deposit Manifest for BioOne and sends copies of the cover and inside content of each issue to BioOne and to EBSCO Publishing. The Editor also frequently answers various questions from members of the Society, libraries seeking to join or renew their memberships in the Society, or about the Society Internet site and also sends copies of past articles in response to e-mail inquiries.

Editorial Board

Article X, Section 3. – Editorial Board: There shall be an Editorial Board to assist the Editor upon his or her request in (1) making recommendations to the Executive Committee concerning publication policies, (2) the review of submitted papers and determining their suitability for publication in the journal, and (3) when necessary, vote on actions regarding clarity and accuracy of Journal issues. The Editor, Associate Editor, and Editorial Board shall consist of five Society members appointed for 5 years each, so that one member retires each year. Each year the editor shall nominate a slate of two members, from which the Executive Committee shall appoint one.

PROCEDURES:

1. The *Southwestern Entomologist* (ISSN 0147-1724) is published quarterly (March, June, September, and December) by the Society of Southwestern Entomologists. The **(who prints the Journal?)** prints the Journal. Membership in the Society includes a subscription to the *Southwestern Entomologist* and Supplements. Subscriptions to individuals and institutions are \$20.00 per year, payment should be sent to the Secretary/Treasurer, *Southwestern Entomologist*, 17360 Coit Road, Dallas, TX 75252-6502. **Payment of foreign dues, subscriptions, or invoices must be made by International Postal Money Order or by check drawn on a US bank and payable in U.S. dollars.** Postmaster: Send change of address forms to *Southwestern*

Entomologist, 17360 Coit Road, Dallas, TX 75252-6502

2. Manuscripts for publication should be sent to the Editor at bpendleton@wtamu.edu or *Southwestern Entomologist*, Department of Agricultural Sciences, West Texas A&M University, Canyon TX 79016-0001, or to any member of the Editorial Committee.
3. *Instructions for Preparation of Manuscripts:*
 - a. Manuscripts submitted for consideration for publication in the *Southwestern Entomologist* should report results of entomological research in the southwestern United States or Mexico or should report results of entomological species, relevant to this region, that may be conducted elsewhere, provided such results are geographically applicable. Manuscripts that report results of routine laboratory or field experiments for which the primary purpose is gathering baseline data or those that report results of a continuous evaluation program such as preliminary pesticide evaluation experiments, species lists with no supporting biological data, or preliminary plant resistance tests are not acceptable. However, reports of experiments with insecticides, acaricides, and microbials are acceptable if they are comprehensive and include data related to economics, resistance, toxicology, or other broad subject areas. Bibliographies will not be published in *Southwestern Entomologist*.
 - b. Scientific Notes can pertain to observations on new hosts, geographic records, and new techniques. Manuscript preparation and review are the same as that for a regular article. Notes should not exceed three, single-spaced pages and may contain a single figure or a single table. The only section that should be identified by a No. 1 heading is the References Cited section.
 - c. A section entitled "Perspectives" is available for contributions of general interest with an emphasis on papers of a theoretical or historical nature. Because of the nature of Perspectives articles, more tolerance for speculation is acceptable than in regular research articles.
 - d. Supplements, which consist of a collection of papers on a similar topic or large monographic articles, may be published periodically. PROCEDURES for preparation of Supplements are the same as those for regular journal articles. Anyone wishing to develop a supplement should contact the Editor.
 - e. It is imperative that the manuscript be prepared in proper journal style. The Editor reserves the right to return or reject a manuscript that will not reproduce clearly or is unsatisfactory for other reasons. **Publication charges for members will be \$50.00 per printed page or any portion thereof.** Pages with continuous tone black and white photographs will require an additional charge. Price quotations on pages printed in color will be made upon request.
 - f. The following specific instructions must be adhered to:
 - i. Manuscripts should be submitted electronically to the Editor. When initially submitted for review, the manuscript should be double spaced.
 - ii. The final copy shall be single spaced. Single spacing applies to text, footnotes, tables, table captions, figure captions, and references. The preferred font is Arial 12-point. Use a smaller font size, such as 9-point, for superscripts and subscripts which should not be set off by an underline and slash.
 - iii. The printed area of all pages, except the title page, should be no greater

- than 6.-inches wide by 10-inches deep. Both left and right margins are to be justified. Avoid hyphenating a word at the end of a line.
- iv. The title should be left justified only and in bold font with only the first letter of the main words in upper-case letters on no more than two lines and be 1-7/16 inches from the top of the page. Leave two line spaces between the title and the author's name(s). The author's name(s) also should be left justified on the page with only the first letters of the name(s) capitalized. Leave one line space between the author's name(s) and the address which also is to be left justified. Use footnotes if more than one address for authors is required. The printed area of the title page should be as close to 6-1/4 inches wide by 9 inches deep as possible. The second and succeeding pages should begin within 7/16 inch of the top of the page to use the maximum 10 inches of printed space.
 - v. The author shall provide a short abstract immediately after the author's address. The word abstract, in bold font with the first letter capitalized and followed by a period, should be placed at the left margin immediately preceding the text of the abstract itself, similar to a No. 2 heading (see following). An additional abstract in Spanish is optional.
 - vi. No. 1 heads throughout the paper should be centered on the width of the page in bold font with only the first letter of the main words in upper-case letters and be separated from preceding and following paragraphs by one line space. No. 2 heads should be indented as for paragraphs, be in bold font with only the first letter of the main words in upper-case letters, and be followed by a period.
 - vii. Paragraphs should be indented five spaces, but not separated by a line space.
 - viii. Tables should be typed as part of the text, but in such a manner as to avoid confusion with text; that is, leave extra space above and below the table. Tables should be inserted in the text as close to the point of reference as possible. Use Arabic numerals for table numbers. The first letter of the word Table should be capitalized and placed at the beginning of the caption followed by a period after the Arabic numeral. The table caption should use the full width of the printed page, with only the first letter of the main words in upper-case letters. Double lines are to be placed under the table caption. Footnotes for a table should appear as superscripted lower-case letters and the corresponding explanation should immediately follow the table. Decimals less than 1.0 are to be preceded by 0.
 - ix. Figures and graphs should be placed directly onto the printed page as close to the point of reference as possible. All figures and lettering must be of a size to remain legible after a 25% reduction from the original size. The caption should cover the full width of the page margins. The abbreviation Fig., with the figure number in Arabic numerals, is placed at the beginning of the caption; designation for figures in the text is Fig. Leave extra line spaces above and below the figure to avoid confusion

with text. If a small photograph is used, the text may also be presented beside the photograph.

- x. Acknowledgments should be written as text and placed before the References Cited. The word Acknowledgment is singular and centered in bold font with the first letter in upper case.
- xi. References should be indicated in the text by author and year not separated by a comma. The words References Cited should be centered above the reference list in bold font with the first letter of each word in upper-case letters. All citations should contain initials and names of all authors. The complete title should be given. Do not use Ibid or blank spaces for repetition. Page numbers come one space after the colon. Do not include issue numbers. Titles of journal articles are to have only the first letter of the first word capitalized; book titles are to have letters of major words capitalized.
- xii. Footnotes should be indicated in the text by consecutive superscripted small numbers and appear at the bottom of the corresponding page but separated from the main text by a space and a 2-inch line.
- xiii. If insect names are mentioned in the title (common or scientific), order and family names should be footnoted. Scientific names should be in italics throughout the manuscript and should include the author of the species the first time they are used in both the abstract and the text.
- xiv. All abbreviations, etc., should follow the AIBS Style Manual for Biological Journals.
- xv. The final copy should be forwarded electronically to the Editor (bpendleton@wtamu.edu). At this time, the author should order reprints and indicate the method of payment of page and reprint charges.

Historical Records

There are no provisions in the Constitution for preserving our Societies historical. However in 1993, Allen Knutson, Secretary-Treasurer, contacted Charles Schultz, Archivist for Texas A&M University at the University Library, about keeping records for the Society. At the next business meeting the Society approved the Texas A&M Library to be the official repository of records and documents of the Society. Greg Cronholm was elected as the Society's Historian/Archivist with responsibilities of keeping a record of the Society's activities and sending documents to the Texas A&M University Sterling Evans Library Archivist.

PROCEDURES:

1. The Historian/Archivist shall obtain original documents of the Society's activities and send them to the Texas A&M University Archivist for a historical record of the Society of Southwestern Entomologist.
2. Documents of historical value include correspondence, membership lists, photographs, annual financial statements, minutes of meetings and officer's reports.

3. Journal issues and Supplements should be a part of the documents deposited to the University Library.

Ad Hoc Committees

General charge of responsibilities by the Society of Southwestern Entomologists' Constitution

Article XI. Miscellaneous Provisions, Section 5: When necessary, Committees can be established by the President to meet specific goals of the Society.

Audit Committee

PROCEDURES:

1. The President shall conduct an audit of the Society's financial statement or appoint an Audit Committee.
2. The Secretary-Treasurer will provide a financial statement, bank statements, and register of checks and deposits.
3. Upon completion of the audit, the President or Chair of the Audit Committee shall send a letter to the Secretary-Treasurer regarding the audit which is printed with the minutes in the June issue of the Journal (see previous minutes printed in the June issue for letter examples). The letter must be received by late April as it will be published in the June issue.
4. Example of Audit Report:

Audit Committee Report

Date

To: Members of the Society of Southwestern Entomologists

The Audit Committee and I have examined the Society's financial records and the Secretary-Treasurer's Report from January 1, 20XX – December 31, 20XX. The financial records for the Society of Southwestern Entomologists are in good order and accurately reported.

Respectfully submitted,

Chair of Audit Committee (or President)
Society of Southwestern Entomologist

Nominating Committee

PROCEDURES:

1. The President shall appoint a Nominations Committee whose duty is to select two candidates for President-elect. A list of previous Society Presidents is listed on the Society's web page. Historically, there has been an effort to rotate nominations among the branch states and agencies (University, Extension, Industry, ARS, etc). Candidates should have published in the Southwestern Entomologist, demonstrating a commitment to the Society and Journal.
2. The committee must request each candidate to send a one-half page biographical

- sketch or resume highlighting their professional accomplishments, service, and their reason for serving as President. This information will be provided on the ballot.
3. This information should be sent as an e-mail attachment to the Secretary-Treasurer between October-November, so it can be included in the mailing for membership renewal.

Appendix A: Officers and Editors

Society of Southwestern Entomologists Presidents

1	1976	W.F. Chamberlain	USDA-ARS, Kerrville, TX
2	1977	H.R. Burke	Texas A&M University, College Station
3	1978	M.R. Wheeler	University of Texas, Austin, TX
4	1979	F.E. Gilstrap	Texas A&M University, College Station, TX
5	1980	W.H. Gibson	Stephen F. Austin State University, Nacogdoches, TX
6	1981	W.H. Newton	Tarleton State University, Stephenville, TX
7	1982	Darrell Bay	Texas A&M University, College Station, TX
8	1983	J.D. Lopez, Jr.	USDA-ARS, College Station, TX
9	1984	R.W. Meola	Texas A&M University, College Station, TX
10	1985	D.L. Bull	USDA-ARS, College Station, TX
11	1986	Tom Fuchs	Texas Agricultural Extension Service, San Angelo, TX
12	1987	R.L. Harris	USDA-ARS, Bryan, TX
13	1988	D.R. Rummel	Texas Agricultural Experiment Station, Lubbock, TX
14	1989	W.P. Morrison	Texas Agricultural Extension Service, Lubbock, TX
15	1990	R.E. Wright	Oklahoma State University, Stillwater, OK
16	1991	M.K. Harris	Texas A&M University, College Station,
17	1992	J.E. Slosser	Texas Agricultural Experiment Station, Vernon, TX
18	1993	C.R. Ward	Cooperative Extension Service, Albuquerque, NM
19	1994	P.D. Lingren	USDA-ARS, College Station, TX
20	1995	J. Cocke, Jr.	Texas Agricultural Extension Service, Stephenville, TX
21	1996	J. Ellington	New Mexico State University, Las Cruces, NM
22	1997	J.R. Coppedge	USDA-ARS, College Station, TX
23	1998	Jerry Michels	Texas Agricultural Experiment Station, Lubbock, TX
24	1999	Jim Webster	USDA-ARS, Stillwater, OK
25	2000	Roy Parker	Texas Agricultural Extension, Corpus Christi, TX
26	2001	John Burd	USDA-ARS, Stillwater, OK
27	2002	John Jackman	Texas Cooperative Extension, College Station, TX
28	2003	Bart Drees	Texas Cooperative Extension, College Station, TX
29	2004	Jonathan Edelson	Oklahoma State University, Lane, OK
30	2005	Tom Royer	Oklahoma State University, Stillwater, OK
31	2006	Bonnie Pendleton	West Texas A&M University, Canyon, TX
32	2007	Carlos Bogran	AgriLife Extension, Texas A&M University, Bryan, TX
33	2008	Carol Sutherland	New Mexico State Univ/New Mexico Dept. Agriculture, Las Cruces, NM

34	2009	Megha Parajulee	Texas Agricultural Experiment Station, Lubbock, TX
35	2010	Jesus Esquivel	USDA-ARS, College Station, TX
36	2011	Chris Sansone	Texas Cooperative Extension, San Angelo, TX
37	2012	David Kerns	Texas A&M AgriLife Extension, Lubbock, TX
38	2013	Ed Bynum	Texas A&M AgriLife Extension, Amarillo, TX

Society of Southwestern Entomologists President-Elects

1	1976	H.R. Burke	Texas A&M University, College Station
2	1977	M.R. Wheeler	University of Texas, Austin, TX
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35	2010	Chris Sansone	Texas Cooperative Extension, San Angelo, TX
36	2011	David Kerns	Texas A&M AgriLife Extension, Lubbock, TX
37	2012	Ed Bynum	Texas A&M AgriLife Extension, Amarillo, TX
38	2013	Bill Ree	Texas A&M AgriLife Extension, College Station, TX

Society of Southwestern Entomologists Editors and Associate

Volume	Editor	Year	Asst. Editor
1	R. L. Harris	1976	W. F. Chamberlain
2	H. R. Burke	1977	W. F. Chamberlain
3	H. R. Burke	1978	W. F. Chamberlain; D. L. Bull (issue 3, 4)
4	H. R. Burke	1979	W. F. Chamberlain; D. L. Bull
5	D. L. Bull	1980	W. F. Chamberlain; A. B. Broce
6	D. L. Bull	1981	W. F. Chamberlain; A. B. Broce
7	D. L. Bull	1982	W. F. Chamberlain
	D. L. Bull (issue 1); D. R. Rummel (issue 2, 3, 4)	1983	W. F. Chamberlain
8			
9	D. R. Rummel	1984	W. F. Chamberlain; A. A. Guerra
10	D.R. Rummel	1985	W. F. Chamberlain; A. A. Guerra W. F. Chamberlain (issue 1, 2); A. A. Guerra; D.
11	J. E. Slosser	1986	L. Bull (issue 3, 4)
12	J. E. Slosser	1987	D. L. Bull; A. A. Guerra
13	J. E. Slosser	1988	D. L. Bull; A. A. Guerra D. L. Bull; A. A. Guerra (issue 1, 2); J. Vargas-
14	J. E. Slosser	1989	Camplis (issue 3, 4)
15	J. E. Slosser	1990	D. L. Bull; J. Vargas-Camplis
16	D. E. Bay	1991	G. T. Fincher; J. Vargas-Camplis
17	D. E. Bay	1992	G. T. Fincher; J. Vargas-Camplis
18	D. E. Bay	1993	G. T. Fincher; J. Vargas-Camplis
19	D. E. Bay	1994	A. B. Broce; G. T. Fincher
20	D. E. Bay	1995	A. B. Broce; G. T. Fincher
21	D. E. Bay	1996	P. V. Pietrantonio
22	D. E. Bay	1997	P. V. Pietrantonio
23	D. E. Bay	1998	P. V. Pietrantonio
24	D. E. Bay	1999	P. V. Pietrantonio
25	D. E. Bay	2000	P. V. Pietrantonio (issue 1), (issue 2,3,4)
26	D. E. Bay	2001	J. S. Bernal (issue 2, 3, 4)
27	D. E. Bay	2002	J. S. Bernal
28	D. E. Bay	2003	J. S. Bernal
29	D. E. Bay	2004	J. S. Bernal
30	D. E. Bay	2005	J. S. Bernal
31	D. E. Bay	2006	C. Brogan (issue 4)
32	D. E. Bay	2007	C. Brogan
33	B. B. Pendleton	2008	C. Brogan; D. E. Bay (Past editor)
34	B. B. Pendleton	2009	C. A. Blanco

35	B. B. Pendleton	2010	C. A. Blanco
36	B. B. Pendleton	2011	C. A. Blanco
37	B. B. Pendleton	2012	C. A. Blanco
38	B. B. Pendleton	2013	C. A. Blanco

Society of Southwestern Entomologists Secretary-Treasurers

1	Darrell Bay	1976 - 1978
2	Roger W. Meola	1979 - 1981
3	Pete D. Teel	1982 - 1983
5	Scott Fargo	1984 - 1985
6	Don A. Nordlund	1986-1991
7	Allen Knutson	1992 – present (2013)