

Constitution of the Society of Southwestern Entomologists

(Revised April 2024)

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. Members may vote in person, by mail or online. Vote 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/her 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 two Co-editors of the *Southwestern Entomologist*, as appointed in Article X, Section 2, shall be *ex officio* members 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. – Co-editors: The journal shall be edited and published by two Co-editors; the Co-editor for Spanish manuscripts and the Co-editor for English manuscripts. The Co-editors will be jointly responsible for the publication of the *Southwestern Entomologist* and the scholarly quality of the journal. Together, they will determine the editorial policies with guidance from the Editorial Board and Executive Committee. They will develop procedures for peer review, tracking and editing manuscripts, collating the accepted papers into an attractive format and submitting the journal for publication. Each Co-editor shall be appointed by the Executive Committee for a 3-year term and may succeed him/her-self upon approval by the Executive Committee. The Co-editors shall also serve as *ex officio* members of the Executive Committee and provide a joint report to the annual meetings of the Executive Committee and general membership.

Section 3. – Editorial Board: There shall be an Editorial Board to assist the Coeditors upon their request (1) in 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 Editorial Board shall consist of five Society members appointed for 5 years each, so that one member retires each year. Each year the Coeditors shall each nominate a member to serve on the Editorial Board, 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 by a majority vote of the quorum present at any annual or special meeting thereof provided that notice of such proposed amendment shall have been set forth in the notice of the meeting.