

North Central Branch of the
Entomological Society of America
Constitution

(Adopted at St. Louis Meeting, March 19-20, 1953, Proceedings Vol. 8, Published in 1954 Proceedings Vol. 9)
(Amended at Milwaukee Meeting, March 23-25, 1960, Proceedings Vol. 15)
(Amended at Louisville Meeting, March 24-26, 1965, Proceedings Vol. 20)
(Revised at Kansas City Meeting, March 29-31, 1972, Proceedings Vol. 27)
(Amended at Denver Meeting, March 24-26, 1976, Proceedings Vol. 31)
(Amended at Columbus Meeting, March 16-19, 1981)
(Amended at Wichita Meeting, March 26-29, 1984)
(Amended at Minneapolis Meeting, March 24-27, 1986)
(Amended at Des Moines Meeting, March 22-25, 1987)
(Amended at Indianapolis Meeting, March 12-15, 1989)
(Amended at Kansas City Meeting, March 15-18, 1992)
(Amended at West Lafayette Meeting, March 20-23, 2005)
(Amended at Bloomington Meeting, March 26-29, 2006)
(Amended at Winnipeg Meeting, March 25-28, 2007)

PREAMBLE

Whereas, the American Association of Economic Entomologists ceased to exist in name through the pooling of its interests and resources with those of the Entomological Society of America on January 1, 1953, and whereas, the new joint society adopted a new Constitution and By-Laws under which it was to be governed and operated, it therefore became necessary for the regional organization initially established on March 29, 1946 as the North Central States Branch of the American Association of Economic Entomologists to change its name to the North Central Branch, the Entomological Society of America and to adopt a new Constitution and By-Laws. This was done March 19, 1953.

ARTICLE I
NAME AND OBJECT

SECTION 1.

This organization shall be known as the North Central Branch of the Entomological Society of America.

SECTION 2.

It shall be the purpose of this organization to promote the interests of the Entomological Society of America and thereby the science of Entomology, to foster cooperation in all measures tending to that end, to hold meetings and conferences and to publish the minutes of its regular meetings.

ARTICLE II
MEMBERSHIP

SECTION 1.

The classes of membership shall be the same as in the Entomological Society of America, namely, Active (including Honorary and Emeritus members), and Student.

SECTION 2.

Membership in this branch shall be restricted to members of the Entomological Society of America who reside in the North Central Region. Such members of the parent society ipso facto are members with similar membership class in this Branch.

SECTION 3.

The North Central Region, for purpose of delimiting the Branch area, shall be understood to include the states of Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, Wyoming and the provinces of Manitoba and Ontario west

of longitude 80, provided however, that the extent of the region may be altered by procedures defined by the By-Laws.

ARTICLE III OFFICERS

SECTION 1.

The Officers of this organization shall be a President, a President-Elect, a Secretary-Treasurer, and a Representative to the Governing Board of the Entomological Society of America.

SECTION 2.

The President-Elect ordinarily shall serve for one year and will serve as president the following year. The individual will continue to serve the Branch administration during the year following as a member of the Executive Committee with the title of Immediate Past President.

SECTION 3.

The term of office of the Secretary-Treasurer shall be three years.

SECTION 4.

The term of office of the Representative to the Governing Board shall be three years.

ARTICLE IV EXECUTIVE COMMITTEE

SECTION 1.

The Executive Committee shall consist of the President, the President-Elect, the Immediate Past President, the Secretary-Treasurer, the Representative to the Governing Board of the parent society, three Committee Members at Large, and one at Large student member with full voting privileges. The function of the Executive Committee shall be to conduct the business of the Branch, subject to decision by vote of the membership when matters of policy are involved.

SECTION 2.

The members of the Executive Committee shall be elected by written or electronic ballot by procedures specified in the By-Laws.

ARTICLE V SECTIONS

SECTION 1.

The membership of the Branch may be arranged into Sections comparable to those in the parent society.

ARTICLE VI MEETINGS AND VOTING

SECTION 1.

Annual meetings shall be held at the time and place selected three years in advance by the Executive Committee. This Committee shall report at the annual business meeting and their selection of time and place be subject to approval of the members present.

SECTION 2.

Fifty members shall constitute a quorum of the Branch and five a quorum of the Executive Committee for the transaction of business.

SECTION 3.

A majority of votes cast shall be deciding in all matters put to a vote, unless otherwise specified in the Constitution or By-Laws.

ARTICLE VII CONSTITUTION

SECTION 1.

Except as otherwise specifically provided in this Constitution and amendments thereto, the North Central Branch shall operate within the provisions of the Constitution of the Entomological Society of America.

SECTION 2.

This Constitution may be amended by a two-thirds vote of the members present at two consecutive annual business meetings, or by unanimous recommendation of the Executive Committee and a four-fifths vote of the members present at one business meeting.

By-Laws

ARTICLE I MEMBERSHIP

SECTION 1.

The extent of the North Central Region may be altered by withdrawal of a member state or Canadian province, or by addition of any contiguous state or province, on petition of two-third of the active members of the Entomological Society of America residing within that state or province, provided such petition is approved by the Executive Committee of the Branch and is endorsed by the Governing Board of the Entomological Society of America and approved by the Society.

SECTION 2.

Only Active Members (including Honorary and Emeritus) shall have the privilege of holding office, with the exception of the student member at large to the executive committee. Only student members shall have the privilege of holding the office of student member at Large. Student as well as Active Members shall have equal privileges to vote, and participate in programs and annual meetings.

ARTICLE II OFFICERS AND EXECUTIVE COMMITTEE - DUTIES AND ELECTION

SECTION 1.

The President shall preside at meetings of the Branch and of the Executive-Committee and shall have and exercise such powers as are necessary to carry out official duties. In case of vacancy in the Presidency the President-Elect shall become President.

SECTION 2.

The President-Elect shall preside at sessions designated by the President and shall assume the duties of the President in the latter's absence. In case of vacancy in the Office of President- elect the Executive Committee Member at Large with the longest tenure of service as such shall become President-Elect.

SECTION 3.

The Secretary-Treasurer shall serve as business officer, keeping the accounts and records of the Branch; distribute to the membership program suggestion forms and print and distribute the programs; be in charge of registration at the annual meeting; report annually to the Branch, having the accounts audited prior to the Branch meeting by a committee selected by the President; furnish a suitable fidelity bond, the premium to be paid by the Branch; receive remuneration for personal expenses incurred in attending Branch meetings, subject to approval of the President; and be eligible for re-election to a second term. The election of the Secretary-Treasurer shall take place one year in advance of taking office.

SECTION 4.

The Representative to the Governing Board of the Entomological Society of America shall serve as liaison officer between the Branch and the Society, and shall represent the Branch in the conduct of the business of the Entomological Society of America. The individual shall serve for only one full term and shall be ineligible for re-election except to fill a vacancy in an unexpired term prior to or following their period of office. Ordinarily the individual shall be one well versed in the affairs of the Branch and willing to attend meetings of the Governing Board; in case of inability to attend, the President shall designate an alternate representative.

SECTION 5.

The Officers and the Executive Committee Members at Large, unless otherwise specified, shall be elected by written or electronic ballot. All newly elected individuals except the Representative to the Governing Board shall take office at the close of the meeting at which they are elected. The newly elected Representative to the Governing Board shall not take office until the final business session at the subsequent annual meeting of the Entomological Society of America.

SECTION 6.

The Executive Committee shall select a Nominating Committee which shall consist of three Active Members not currently holding office. It shall be the duty of this Committee to nominate two candidates for each office where vacancies occur or terms of service of incumbents are due to expire at the following annual meeting. This Nominating Committee shall report its nominations to the President and to the Secretary-Treasurer. The Secretary-Treasurer shall announce the roster of candidates to the Active Members not less than one month prior to the annual meeting. The ballot shall be mailed in written or electronic form to the Branch membership prior to the annual meeting. Members will cast ballots and send them to the Chairman of the Nominating Committee so as to be received by the specified deadline prior to the annual meeting. The Nominating Committee will supervise the collection and counting of ballots. In case of a tie vote for any office the Nominating Committee shall decide the tie.

SECTION 7.

The terms of office of the Representative to the Governing Board and of the Secretary-Treasurer shall be arranged that they do not terminate in the same year. The terms of service of the three Executive Committee Members at Large shall be three years each and shall be so arranged that one terminates each year. The term of service of the student member at Large to the executive committee shall be two years.

SECTION 8.

No member may occupy more than one office at any one time except for temporary appointments by the Executive Committee or the President.

SECTION 9.

A vacancy in the position of Secretary-Treasurer, Representative to the Governing Board, or Executive Committee Member at Large, occurring in the interval between meetings, may be filled until the next annual election by temporary appointment by the President with approval of the Executive Committee.

ARTICLE III DUES AND FEES

SECTION 1.

There shall be no membership dues.

SECTION 2.

A registration fee may be charged all persons attending the regular sessions of the annual meetings except Honorary and Emeritus members who shall be exempt from such fees. The amount of registration fee shall be set by the Executive Committee.

ARTICLE IV COMMITTEES

SECTION 1.

The President shall appoint Branch committees other than the Nominating Committee, as may be needed, in accordance with procedures adopted by the Executive Committee and the Membership. Such committees shall include:

- a. Standing Committees, include Program, Local Arrangements, Audit, Archivist, ESA Awards, Linnaean Games, NCB Honorary Awards, Nominating, Student Awards, Student Affairs, Photo Salon, and Membership.
- b. Ad Hoc Committees with specific duties and specified terms of activity.

All committees will submit an annual report to the executive committee at the annual meeting. When appropriate, the report should include recommendations for future operations of the committee. The Executive Committee will consider the report and act on specified recommendations as appropriate. The report and Executive Committee action will be posted to the Branch website.

The President shall designate the chairman of individual committees. In the case of committees with rotational membership, the President shall appoint, in keeping with procedures adopted, members to replace those retiring or resigning from that committee membership. Ad Hoc committees may be established at any time by the Executive Committee or by the President.

SECTION 2.

The Local Arrangements Committee shall make all arrangements for the annual meeting, including hotel and meeting room reservations, handle local publicity, aid in registration, be responsible for movie and slide projection equipment and supervise a banquet and/or a guest program if such activities are desired.

SECTION 3.

The Program Committee shall circularize the membership for program suggestions and shall deliver the completed program to the Secretary-Treasurer, not less than eight weeks previous to the annual meeting, for printing and distribution to the members. The Chairman of this Committee will serve as a member of the next subsequent Program Committee.

SECTION 4.

The Auditing Committee shall audit the Secretary-Treasurer's accounts, examine the annual financial statement and submit a report for acceptance by the Branch members at the annual meeting.

SECTION 5.

The Linnaean Games committee shall function to organize and manage the Linnaean Games at the annual meeting. It shall consist of five members including three members serving three-year rotating terms, the Gamesmaster, and a student member.

SECTION 6.

The Membership Committee shall consist of four members and shall actively encourage entomologists in the Branch area to become members of the Entomological Society of America. Three of the committee members shall serve for three years following a rotational system. The fourth member, appointed by the president, shall serve for three years as the Branch representative to the National Committee.

SECTION 7.

The Photo Salon Committee shall consist of at least two members. This Committee will promote the acquisition and display of outstanding photos or slides of insects at Branch meetings and cooperate when appropriate with a similar committee at the annual meeting of the parent society.

SECTION 8.

The awards committees serving the Branch are the 1) National ESA Awards, 2) Student Awards (ESA and NCB), and 3) the NCB Honorary Awards (Award of Merit and C.V. Riley Achievement) committees. The committees shall, when requested, establish selection guidelines and solicit nominations for awards to be granted by the Branch or parent society. Each committee will be composed of six members who will serve for three years after a rotational system is established. The awards committees will be coordinated by the President-Elect. The President will appoint a student member to the Student Awards Committee for a one year term.

SECTION 9.

The Branch Archivist shall be appointed by the president for a five-year term of office and will be the Branch representative on the National Committee. The Branch Archivist shall encourage collection and preservation of historical documents and memorabilia of entomology; stimulate an appreciation for the history of entomology; encourage scholarly studies contributing to a better understanding of the historical

role of entomology in American society; and advise the President on solicitation and publication of obituaries of entomologists.

SECTION 10.

The Student Affairs Committee shall consist of at least three student members appointed by the NCB President. The Student Affairs Committee develops programs of interest to students such as the Student Symposium, the Employment Opportunity Center, and the Student Mixer. Members of the Student Affairs Committee will encourage student participation in the Society.

ARTICLE V
AMENDMENTS TO BY-LAWS

SECTION 1.

Changes in these By-Laws may be made by a two-thirds vote of the members present at any annual business meeting. *Last updated Friday, Oct 5, 2006 at 10:18 AM*

ESA-NCB Committees

[President](#)
[President-elect](#)
[Past Presidents](#)
[Secretary-Treasurer](#)
[Archivist](#)
[Audit Comm.](#)
[C.V. Riley Award Comm.](#)
[ESA-NCB Comm.s](#)

[Executive Comm.](#)
[Members-At-Large](#)
[Governing Board Representative](#)
[Linnaean Games Comm.](#)
[Local Arrangements Chair](#)
[Location and Time Comm.](#)

[Membership Comm.](#)
[National ESA Awards Comm.](#)
[Nominating Comm.](#)
[North Central Branch Award of Merit Comm.](#)
[Past Presidents Photo Salon Comm.](#)
[President](#)

[President-elect](#)
[Program Comm.](#)
[Resolutions Comm.](#)
[Secretary-Treasurer](#)
[Student Affairs Comm.](#)
[Student Awards Comm.](#)

Last update: Tuesday, November 11, 2003 at 9:28:24 AM.
Wednesday 11, 2006 at 7:34 AM

Procedures and Guidelines-President-Elect

1. The President-Elect serves as a member of the Executive Committee.
2. The President-Elect should appoint his chairs for the Local Arrangements and Program Committees a year in advance so they can work with the current chairs.
3. The President-Elect solicits members to volunteer to serve on various committees.
4. The President-Elect should appoint committees by the time of the Annual Meeting or shortly thereafter. Appoint ad-hoc committee chairs. (Most committee members serve on staggered terms.)
5. The President-Elect appoints a vice-Chair for the National ESA Awards Committee. The vice-Chair ensures continuity within the Awards Committee.
6. The President-Elect appoints a Chair from the two current members of the Student Affairs Committee and appoints a new 3rd student member to the Committee. Normally, the Vice-Chair assumes the role of Chair. The 3rd presiding member should be selected on the basis of number of remaining years before degree completion and interest in student affair activities.
7. The NCB President-Elect will also appoint student representatives to the following committees:
Program
Linnaean Games (Ad Hoc) Local Arrangements
Student Awards
Student Affairs
8. The President-Elect should inform the Chair of the NCB Student Affairs Committee and the Chair of the National ESA Committee on Student Affairs about the appointments to the Student Affairs Committee by the end of April.

Procedures and Guidelines-President

The President oversees the affairs of the North Central Branch, and; in particular, develops plans for the annual meeting. The following are the guidelines and a chronology of events for the President:

1. Prepare first letter to the membership to be included in the June mailing (May 15).
2. Attend the meeting of the Program Committee at mid-summer to assist in planning the Annual Meeting.
3. Submit the name of a nominee for President-Elect of the Entomological Society of America. Because the nominee is a "Nominee of the Branch," the President-Elect should consult fully with the Executive Committee.
4. Submit two nominees each for Director-Elect and a representative to the Certification Board. The NCB Nominating Committee will present the nominees to the Executive Committee. Nominations due to the ESA office by June 1.
5. Submit North Central Branch nominee for Secretary-Treasurer of ESA (every third year).
6. Appoint student to be NCB Student Representative to the National Committee on Student Affairs (every 2 years)
7. Prepare second President's letter by July for August "call for paper" mailing.
8. Write letter of congratulations to nominees and award winners.
9. Prepare third President's letter by December for January mailing.
10. Assist in development of program for award luncheon.
11. Also in early December, send Secretary a black and white self-portrait photo (passport size) for front cover of program.
12. Invite ESA Executive Director and National President to attend Annual Meeting by January 15.
13. Plan Executive Committee meetings. The first Executive Committee meeting is held immediately prior to the Branch meeting. The second Executive Committee meeting is held the day before the Final Business meeting. Mail requests for agenda items by February 15. Mail agenda by March 1.
14. Plan final business meeting with Secretary-Treasurer by February 15.
15. Preside at Annual North Central Branch meeting.
16. Appoint chair of the Nominating Committee and provide committee with list of vacancies to fill.

Procedures and Guidelines-Secretary-Treasurer

Term of Office -- The Constitution (Article III, Section 3) states that "The term of office of the Secretary-Treasurer shall be three years."

Duties -- The By-Laws (Article II, Section 3) states: "The Secretary-Treasurer shall serve as business officer, keeping the accounts and records of the Branch; distribute to the membership program suggestion forms and print and distribute the programs; be in charge of registration at the annual meeting; report annually to the Branch, having the accounts audited prior to the Branch meeting by a committee selected by the President; furnish a suitable fidelity bond, the premium to be paid by the Branch; receive remuneration for personal expenses incurred in attending Branch meetings, subject to approval of the President; and be eligible for re-election to a second term. The election of the Secretary-Treasurer shall take place one year in advance of taking office."

On-Going Activities:

1. Pay bills and maintain financial records.
2. Send sympathy letters to families of deceased NCB members. Send copies of these letters to the NCB Resolutions Committee Chair.
3. Serve as a "clearing house" for all NCB news releases. Prepare items of interest for ESA Newsletter whenever possible.
4. Maintain list of "Items to Discuss" for next Annual Meeting, plus list of tabled items from previous Annual Meeting.
5. Route routine mail to the appropriate NCB Officers or committee chairs.
6. Maintain files of hotel correspondence and contracts. Be knowledgeable about hotel changes that, may affect upcoming NCB Annual Meetings.
7. Watch for key dates regarding membership mailings. Prod frequently whenever deadlines get close. Do not let Program Chair get behind. Proper anticipation of problems insures adequate safety in meeting printing and mailing deadlines.

NCB Mailings:

1. NCB mailings are sent to the membership in June, August, and January.
2. Each mailing will require ca. 2,000 pieces (as of January '92).
3. Approximately one month prior to each mailing request NCB mailing labels from the ESA.
4. Obtain camera-ready copies of designated material from the NCB President, Program Chair, committee chairs or other appropriate individuals approximately one month prior to the mailing date.
5. Insure that you have enough time for printing, preparation, and collating.
6. After the mailing has been printed and collated, take a sample piece to the Post Office to determine if it should be bundled and sacked on the number of pieces (125) or weight (15 lbs).
7. Obtain bundle stickers, sack labels, and mailing sacks from the Post Office.

8. Bundle and sack each mailing according to current postal regulations for 3rd class bulk mail.
9. Foreign mail cannot be mailed at the 3rd class bulk rate. All foreign mail must be stamped. Mail Canadian pieces 1st class, all other foreign pieces the least expensive route.
10. Check on delivery times by asking for times of receipt of the mailings from your colleagues.

New Secretary-Treasurer Initial Activities:

1. Establish checking account and some type of savings account upon receipt of funds from Local Arrangements Chair, ESA (subvention check), and/or previous Secretary-Treasurer. A balance of \$25,000 (ca. two years' operating expenses) should be maintained to cover Branch expenses in the event of unanticipated revenue losses.
2. Become familiar with financial records and account book procedures.
3. Contact Alexander & Alexander, Inc., Cornhusker Plaza, Suite 500, 301 South 13th Street, P. O. Box 82515, Lincoln, NE 68501-2515 for continuation of Fidelity Bond insurance coverage.
4. Review the file system and become familiar with the most frequently used files:
 - a. Constitution and By-Laws
 - b. Proceedings of last meeting
 - c. Mailings and mailing procedures
 - d. Minutes of Executive Committee Meetings and Business Meetings
 - e. Hotel contracts
 - f. Past programs, NCB and others
 - g. Treasurer's books
5. Purchase a bulk mail permit at the Post Office. This permit will need to be renewed annually.
6. Pay outstanding bills from previous meeting.
7. Obtain latest NCB Committee List from NCB President.
8. Have NCB stationery and envelopes printed at a local printer.
 - a. Stationery: ca, 1,000 sheets should be sufficient for the three year term of office.
 - b. Envelopes: ca. 2,000 envelopes (#10) will be needed for each Branch mailing; have envelopes printed with the bulk mail, nonprofit designation and your return address.
 - c. Send 50 sheets of stationery to the NCB President; send 10 sheets of stationery to each Executive Committee member and committee chair.
9. If needed or required, establish tax exempt, nonprofit organization status with your respective State Department of Revenue. The Branch is already recognized as such by the Federal Internal Revenue Service.

Monthly Guidelines:

April

1. Write appropriate "thank you" letters as per Resolutions Report
2. Write letters to families of deceased NCB members as per Resolutions Report.
3. Pay any outstanding bills resulting from the Annual Meeting.
4. Establish contact with new NCB President.
5. Deposit any outstanding checks (ESA subvention, registrations, etc.) resulting from the Annual Meeting.
6. Routine filing and correspondence.

May

1. Obtain mailing labels from the ESA for the June NCB mailing.
2. Obtain camera-ready copies of the following for the June NCB mailing:
 - a. NCB President's letter (from NCB President)
 - b. Updated Committee list (from NCB President)
 - c. NCB Award of Merit announcement (from NCB Award of Merit Committee Chair)
 - d. C. V. Riley Award announcement (from NCB C. V. Riley Award Committee Chair)
 - e. J. H. Comstock Award announcement (from NCB Student Awards Committee Chair)
3. Maintain contact with NCB President.
4. Routine filing and correspondence.

June

1. Prepare, print, collate, and mail June NCB mailing (by mid-June)
2. Contact past Local Arrangements Chair regarding completion of the Final Report.
3. Maintain contact with NCB President and develop plans for the Program Planning Meeting.
4. Routine filing and correspondence.

July

1. Obtain mailing list from the ESA for the August NCB mailing.
2. Obtain camera-ready copies of the following for the August NCB mailing:
 - a. NCB President's letter (from NCB President)
 - b. NCB election nomination form (from NCB Nominations Committee Chair)
 - c. National ESA Awards announcement (from NCB National ESA Awards Committee Chair)
 - d. Graduate Scholarship announcement (from NCB Student Awards Committee Chair)
 - e. Graduate Student Awards Competition announcement (from NCB Student Awards Committee Chair)
 - f. Call for Papers/Posters (from NCB Program Chair)
3. Maintain contact with NCB President.

4. Routine filing and correspondence.

August

1. Prepare, print, collate, and mail August NCB mailing (by mid-August).
2. Send a notice to the ESA Newsletter announcing the dates and contact person for the upcoming NCB Annual Meeting.
3. Maintain contact with NCB President.
4. Routine filing and correspondence.

September

1. Contact NCB Nominations Committee Chair to insure that the nomination process is underway.
2. Maintain contact with NCB President.
3. Routine filing and correspondence.

October

1. Prepare Proceedings (Minutes) of the NCB Annual Meeting and send to the Executive Committee for their comment and approval. Send a copy of the approved Proceedings to the ESA for publication in the March or April Newsletter.
2. Maintain Contact with NCB President.
3. Routine filing and correspondence.

November

1. Maintain close contact with the NCB Program Chair and NCB Local Arrangements Chair regarding developments for the upcoming NCB Annual Meeting.
2. Contact the NCB Nominations Committee for an update. Request 2,000 hotel registration cards (from the hotel or Local Arrangements Chair) to include in the January NCB mailing.
3. Maintain contact with NCB President.
4. Routine filing and correspondence.

December

1. Obtain mailing labels from the ESA for the January NCB mailing.
2. Obtain camera-ready copies of the following for the January NCB mailing:
 - a. NCB President's letter (from the NCB President)
 - b. Letter of invitation (from NCB Local Arrangements Chair)
 - c. Annual Meeting preregistration form (from NCB Local Arrangements Chair)
 - d. Synopsis of paper/poster titles from the NCB Program Committee Chair

- e. Meeting Highlights /Items of Interest (from NCB Local Arrangements Chair)
 - f. Student Activities (from NCB Student Affairs Committee Chair)
 - g. Nominee biodata sheet (from NCB Nominations Committee Chair)
 - h. Ballot (from NCB Nominations Committee Chair)
 - i. Ballot envelope
 - j. Hotel reservation card (see November)
3. Maintain contact with NCB President, NCB Program Chair, and NCB Local Arrangements Chair.
 4. Routine filing and correspondence.

January

1. Prepare, print, collate, and mail January NCB mailing (by midJanuary)
2. Obtain a camera-ready copy of the Program from the NCB Program Chair. Obtain a black and white photo of the NCB President for use on the cover of the Program. Have 600 copies of the Program printed.
3. Close books (December 31) and prepare Treasurer's Report.
4. File tax returns if required.
5. Maintain close contact with NCB Local Arrangements Chair. If requested, send the Local Arrangements Chair a \$1,000 check as working capital.
6. Maintain contact with NCB President and NCB Program Chair.
7. Obtain the names of the various award recipients from the respective award committee chairs.
8. Obtain 10" x 12" black and white photos of the NCB Award of Merit and C. V. Riley Award recipients to be displayed at the upcoming NCB Annual Meeting.
9. Prepare the following award plaques:
 - a. NCB Award of Merit engraved as follows:
 - b. C. V. Riley Award engraved as follows:
 - c. NCB Graduate Scholarship Award engraved as follows
10. Prepare a plaque for the outgoing NCB President engraved as follows:
11. Prepare a plaque for the outgoing NCB Secretary-Treasurer engraved as follows:
12. Prepare framed certificates for the Graduate Student Competition Award recipients.
13. Prepare certificates for the various NCB nominees for ESA National Awards.
14. Routine filing and correspondence.

February

1. Prepare the Audit Report and send copies to the NCB Audit Committee members. Set a time and place to meet the Audit Committee at the Annual Meeting.
2. Prepare the Budget Report.
3. Work with the NCB President to develop an Agenda for the Annual Meeting.
4. Send 50 extra Programs to the NCB Local Arrangements Committee Chair for "PR" purposes.

5. Work with the NCB Local Arrangements Committee Chair to develop complimentary hotel reservations and meeting registrations for the ESA President, NCB President, NCB President-Elect, NCB Secretary-Treasurer, ESA Executive Director and other guests.
6. Routine filing and correspondence.

March

1. Maintain close contact with the NCB President, NCB Program Committee Chair, and NCB Local Arrangements Committee Chair.
2. Attend the NCB Annual Meeting:
 - a. Items to bring:
 1. Programs
 2. Constitution and By-Laws
 3. Operations Manual
 4. Minutes of previous Annual Meeting
 5. Agenda
 6. List of tabled items and items to discuss
 7. Hotel contract
 8. Treasurer's Report (20 copies)
 9. Budget Report (20 copies)
 10. Audit Report
 11. Award plaques and certificates
 12. NCB Banner
 13. Checkbook
 - b. Things to do:
 1. Work with the NCB Program Chair regarding reimbursement of invited speaker expenses. Reimbursement may be issued as an honorarium at the Annual Meeting or based on actual expenses submitted after the Annual Meeting.
 2. Write checks to Graduate Scholarship and Graduate Student Competition award recipients.
 3. Greet honored guests such as the ESA President, ESA Executive Director, invited speakers, etc.
 4. Record minutes at the Opening Session, First and Second Executive Committee Meetings, and First and Second Business Meetings.
 5. Present the Treasurer's Report at the First Executive Committee Meeting and the Budget Report at the Second Executive Committee Meeting.
 6. Present brief synopses of the Executive Committee Meetings to the membership at the First and Second Business Meetings.
 7. Post copies of NCB Standing Committee Reports for membership viewing.
 8. Assist the NCB President, NCB Program Chair, and NCB Local Arrangements Chair as needed.
 - c. Routine filing and correspondence.

Procedures and Guidelines-Executive Committee

No procedures or guidelines have been submitted. Please refer to the Constitution.

Auditing Committee Guidelines

The purpose of the Auditing Committee is to check the financial records of the Branch and to determine whether they are in order. The results of the audit are reported to the membership at the Annual Meeting.

The Secretary-Treasurer will provide duplicate copies of bank statements, canceled checks, balance sheet, etc. to the Auditing Committee Chair at least 10 days before the annual meeting. The Audit Committee will review the provided materials prior to the final business meeting at the annual meeting of the Branch. The Secretary-Treasurer will respond to inquiries from the audit committee for additional information or clarification on a timely basis.

The Auditing Committee may present its report as a simple written endorsement at the bottom of the Secretary-Treasurer's Financial Statement (i.e., "Audited and found correct." followed by the names and signatures of the Audit Committee members). However, the status of the financial records may require a more detailed report.

Common sense is the basis of the audit.

1. Does the Financial Statement account for all the Branch's funds?
2. Does income plus the previous balance equal disbursements plus new balance?
3. Do the amounts of disbursements (expenses) seem reasonable? Are they supported by receipts, bills, etc.?
4. Are all outstanding bills against or due to the Branch paid?
5. Has the IRS Form 990 been submitted for the previous year and are there any other required tax forms which need to be prepared? (ESA may submit rather than the Branch).
6. Is the bank holding the reserve fund paying a reasonable rate of interest compared to current rates?
7. Are the financial records well-arranged and organized?

Present report at annual business meeting.

The Audit Committee will submit a written report to Secretary-Treasurer and NCB President following the annual meeting. The report will be published in a timely manner as part of Branch business in the ESA Newsletter or Branch website. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

C. V. Riley Award Committee

1. Send "Call for Nominees" to NCB-ESA Secretary-Treasurer for transmittal to the membership by September 1.
2. Deadline for receipt of nomination packages is December 1 preceding the next NCB annual meeting. This deadline will be stated in the call for nominations.
3. At the close of the nominating period, the Chair transmits a copy of all nomination packages to the other members of the committee.
4. The committee members may evaluate and rank the nominees on the following point system:

Exceptional	5 points
Excellent	4 points
Very good	3 points
Good	2 points
No basis	1 point

The committee may designate the nominees as first, second, etc. to avoid ties. The format to be used will be determined by the Chair.

5. Before December 31 by mail, email or phone, the Chair tallies the scores and determines the winner. In case of a tie, further discussion among the members will determine the winner.
6. In case of only one or no nominees being submitted, the Chair should consult with the NCB-ESA President not later than December 3 for permission to extend the deadline to December 15. Under these circumstances, an appeal for nominees should be sent via email to the Branch membership by the Secretary Treasurer indicating the need for nominees and the new deadline.
7. By January 1 or as soon as possible thereafter, in case a time extension for receipt of nomination was granted, all individuals nominated for the award and the award winner shall be notified by the Chair.
8. Have information relating to the awardee ready for inclusion in the program to the Program Chair and to the Secretary-Treasurer for engraving of the plaque by January 31.
9. The Chair of the committee writes to the nominators whose nominees were not selected, acknowledging their support for the C.V. Riley Achievement Award program and thanking them for their efforts.
10. Nominations are automatically extended for one year. A nominee may resubmit and update supporting information. The Chair will contact the nominator and the nominee for update information.
11. Because considerable time and effort is expended in preparing the documentation for a nomination, the material submitted in support of those not selected should be returned to the nominator after the second year of eligibility.
12. As soon as possible after the NCB-ESA meeting the outgoing Chair should pass the "traveling file" for the C.V. Riley Achievement Award Committee to the incoming chair.
13. To provide a more equitable basis for presentation of the nominees, the following guidelines should be added to the awards announcement.
14. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also

include any suggestions for changes or updating of the committee procedures or guidelines.

"Note to the Nominator. The letter of nomination should not exceed 250 words. The following items are suggested for content or subject matter and not as formal paragraph headings. They may be altered or adjusted to best highlight the qualifications and achievements of the nominee."

The items are:

- Areas of responsibility
- Extent of expertise
- Major accomplishments and achievements
- Contributions to agency or department, NCB, ESA or science
- Recognitions, honors, awards

Representative to the Governing Board

PROCEDURES AND GUIDELINES: The person elected to this position serves a three year tenure that begins after the close of the annual National Meeting and sits on the NCB Executive Committee at the March Branch meeting. In the meantime, the elected individual will have been invited to "sit-in" with the GB and benefits from its deliberations prior to and during the ESA Annual Meeting, assuming official duties at the end of that meeting. The GB Representative submits a report to the Branch membership, either in the form of a summary printed in the Program of the NCB meeting or orally at the First Business Meeting of the NCB.

The Representative to the GB represents the Branch at GB meetings in the best way possible. The GB Representative is urged to keep open lines of communication with the NCB members.

Linnaean Games Committee

No guidelines available.

Local Arrangements Committee

RESPONSIBILITIES

It is the responsibility of the Local Arrangements Committee (LAC) to work with the Executive, Standing, and Ad Hoc Committees of the North Central Branch to ensure that the annual branch meeting is well planned and runs smoothly. This committee will generally consist of staff from institutions and/or industry located nearest the meeting site. This committee will work closely with the President, Secretary-Treasurer and Chair of the Program Committee of the North Central Branch.

Commitment by the North Central Branch to a hotel is generally made by the site selection committee; however, approximately one year prior to the meeting, the LAC Chair should negotiate with hotel managers the room rates, number of complimentary rooms they will provide, and any charges for meeting rooms, etc. LAC Chair should also secure all meeting rooms that are necessary to conduct the meeting. This agreement should be confirmed in writing from the hotel manager to the LAC Chair.

Because the Program Committee (PC) is responsible for assigning sessions to meeting rooms, it is prudent for the PC Chair and the LAC Chair to visit the meeting hotel in June or July. This on-site inspection will provide an accurate assessment of meeting facilities and a perspective to better assign rooms, etc. Failing to do the site visit with the PC chair, the LAC will furnish all possible data to the former.

The LAC Chair arranges hotel accommodations for the ESA President, ESA Executive Director, NCB President, NCB President-Elect, and NCB Secretary-Treasurer. Letters to these incumbents along with hotel confirmations should be sent at about the same time as hotel reservation cards are mailed to the NCB membership.

The LAC Chair appoints the following committees or similar types of committees as required to meet the needs of the local arrangements. These committees will submit all space requirements to the LAC Chair for room allocation prior to printing of the formal program.

- a. Audio-Visual and Meeting Rooms
- b. Registration
- c. Guest Program
- d. Awards Luncheon and/or Banquet, Mixer
- e. Special Displays and Exhibits
- f. Transportation and Special Arrangements and Activities
- g. Public and Press Relations

A chair will be selected for each of these committees who will have the responsibility for that committee.

Whenever possible these committees will be appointed prior to the meeting held one year before the meeting for which they will have arrangement responsibilities. This will allow at least one member of each committee to interact with the current local arrangements team.

The LAC Chair, upon receipt of a cash advance from the Branch Secretary/Treasurer, will establish a local checking account. This account will be used for payment of any expenses incurred prior to and during the annual meeting. The LAC Chair keeps a detailed ledger and receipts for these expenses.

Responsibilities of Each Local Committee

Audio-visual and Meeting Rooms Committee

At least one member of this committee must attend the previous annual North Central Branch Meeting. While attending this meeting, this member should make note of special needs to meet their local conditions.

This committee will establish an area at the meeting site which will be used as the audio-visual center. They should also provide an area and several projectors in this room that speakers can use for reviewing slides. A sign in the main registration area indicating the location of the audio-visual center would be helpful to alert speakers.

Provide handout to all speakers indicating A-V procedures to be followed. The following list, which may be modified to individual location needs, is listed as a guide:

- Carousel projectors (at least 9)
- Overhead projectors (5)
- Screens (8 or more)
- Projection tables (8 or 9)
- Sheets of blank acetate (24)
- Extension cords and 3-prong adapters (10 each of various lengths)
- Spare projector bulbs (24)
- Extra carousel trays (1)
- Forceps to remove jammed slides (at least 10)
- Tape or labels for carousel trays
- Signs along with tripods indicating program session in progress in front of each meeting room
- Remote control cords (8 to 10 approx. 25 feet long)
- Pointers (8 to 10)
- Timers (8 to 10)
- Felt tip pens Notepads Extra folding tables
- Podiums or lecterns with lights
- PA systems in each room

Currently, the NCB does not provide computers, monitors, and VCRs. The individual speakers are responsible for bringing these items to the meeting. Several months prior to the meeting this committee should check with hotel officials to determine equipment on this list that they can supply. All other equipment must be obtained locally through rentals, etc.

One week prior to the meeting, this A-V committee should hold a training session for projectionists. This training should include changing bulbs, unjamming projectors, and the exact procedures they are to follow while operating as projectionists.

Registration Committee

Four to six months prior to the meeting, the Chair of the Registration Committee should contact the local Chamber of Commerce to request any assistance, such as personnel, supplies, or equipment, that they may be willing to provide to assist in registration. Prior to this meeting the chairman should order the following printed matter:

Pre-registration forms (to Secretary-Treasurer by Dec. 15)
Registration forms
Lapel cards and holders
Luncheon tickets

Also order at that time special ribbons that are available from MARCO, 1600 Woodcrest Road, Harrisburg, PA 17112. These ribbons include National President, President, President-Elect, Past-President, Secretary-Treasurer, ESA Executive Director, Board Members (Executive committee, Representative to the Governing Board of the ESA, Local Committee, Guest, Guest Committee, Program Committee Chair. The Chair of this committee should also request a list of emeritus and honorary members from the Branch Secretary. The Chair or representative of the registration committee should consult with the LAC Chair and visit the meeting site to review potential areas for registration and equipment that the hotel can provide. The following personnel and equipment needs will be necessary for registration:

1. Two typists on duty for 3 hours the night before and throughout the morning of the first day of the meeting. One typist for the afternoon of the first day (these typists may be provided by the local chamber of commerce)
2. Two typewriters with large print or computers and laser printers
3. Bulletin boards (4' x 8' and 3' x 4') with stands. (These will be located in the registration area to be used for announcements, etc.)
4. Easel for Merit Award and C.V. Riley winner posters
5. Box for depositing program evaluation forms
6. Tables, chairs, and extra pencils, pens, etc. for the registration procedure.

This committee should also provide a place for the North Central Branch, ESA Banner display. They will also need cash deposit bags for each day's receipts. Provide 3' x 6' tables for Board Certification representative for ESA displays or promotions.

Scheduling of registration workers will depend on availability of chamber of commerce personnel or typists and local volunteers. A suggested registration procedure is as follows

Provide two lines until noon of first day, then one committee member and one typist for registration each with (a) a committee member to receive registration form and money, distribute luncheon ticket, (b) typist to type identification label, (c) 3rd person to return registration receipt, identification label and holder, abstracts bulletin, and any other promotional material.

The following people will receive complimentary or free registration and/or luncheon tickets:

Free Registration and Luncheon Ticket:

- ESA President and spouse
- ESA Executive Director and spouse
- NCB President and spouse
- NCB President-Elect and spouse
- NCB Secretary-Treasurer and spouse
- NCB Award of Merit winner and spouse
- C.V. Riley Achievement Award winner and spouse
- Honorary members (not spouse)
- Photo-salon coordinator (not spouse)
- Invited guest speakers that are not members of NCB (not spouse)

Free Registration:

- Emeritus Members (not spouse)

Free Luncheon tickets will be given to the following:

- NCB Graduate Scholarship winner
- Student award winners (\$100 and \$50 winners)
- Master of Ceremonies and spouse
- Students (and technicians) working with the various local arrangements committees

Guest Program

It is highly recommended that at the time LAC sends hotel registration cards they also send a questionnaire to determine the potential number of guests that will be attending the annual meeting. Without this questionnaire, scheduling of tours, luncheons, transportation, etc. is next to impossible. Exact numbers of guests are not critical but a close estimate of those attending would be extremely helpful for scheduling any special events. The guest committee should also charge a registration fee that should be collected at the registration table to cover costs of coffee, rolls, transportation and special entertainment.

Awards Luncheon and/or Banquet, Mixer

This committee should meet with the hotel staff approximately two months prior to the meeting. Special needs for the luncheon should be given to the hotel caterer well in advance of the meeting. This committee needs to:

1. Determine the menu, price
2. Select a Master of Ceremonies
3. Prepare a short program
4. Arrange for design and printing of the luncheon program
5. Determine seating arrangement at the head table and obtain names of spouses attending. This arrangement should be given to the MC prior to the meeting.
6. Work closely with the Awards Committee chair
7. Arrange for projectors and screens, PA systems, podium, and any other special physical requirements.

Employer-Graduate Student Mixer

This committee is also responsible for arrangements for the employer-graduate student mixer which is normally scheduled during the annual meeting. They merely need to alert the hotel staff of the needs for this mixer in advance of this meeting such as potential number of participants, catering services, etc. As approved by the NCB Executive Committee, \$150-200 of Branch funds can be used for this mixer (ESA Bulletin, Vol. 27(2) 1981).

Transportation and Special Arrangements and Activities

This committee has primary responsibility to arrange for transportation of individual groups to events sponsored by the Branch. They are also responsible for any special extracurricular activities that may be simultaneously occurring during the meeting such as special tournaments, etc. This committee can also assist the LAC Chair as the trouble-shooting group for unforeseen catastrophes that may occur during the meeting period.

Public and Press Relations

This committee has the responsibility to act as liaison for the Branch with interested mass media. Several weeks prior to the meeting, this committee should prepare a synopsis which should be sent to local radio, TV and newspapers to indicate:

1. Nature or purpose of the meeting
2. The potential attendance (number as well as geographical area)
3. Highlights of the meeting that the press may wish to cover such as awards luncheon, special symposia, etc.

Send along a program highlights with this announcement. Members of this committee will coordinate activities with the Public Information and Public Relations Committee.

At the conclusion of the meeting the LAC Chair will

- a. Ensure that all commitments with the hotel and any local organizations are met.
- b. Close out local checking account and remit balance to the Branch Secretary-Treasurer
- c. Prepare a detailed final report of the meeting for submission to the Branch President, Branch Past President, Branch President-Elect, Branch Secretary-Treasurer, new LAC Chair, and new Program Chair. This report should be complete, documenting major aspects of the meeting.

Registration Fee

If not specified by the Executive Committee, the registration fee shall be determined by LAC and will be enough to cover expenses plus the specified amount, that the Executive Committee instructs the LAC to return to the branch treasury. The LAC may accept donations but shall not request specific contributions. The following policy statements should be stated clearly on the preregistration form mailed to the members in late January:

1. Requests for refunds must be made in writing to the Local Arrangements Chair at least three weeks before the annual branch meeting.
2. Refunds should be made within 90 days.
3. The NCB-ESA does not accept credit cards for payment of registration fees.

Location and Time Committee

DUTIES AND PROCEDURES

This committee annually recommends a meeting site and location for the Branch Meeting 4 years in advance, i.e., the 1992 Committee will consider location and meeting dates for the 1996 meeting. The duties of this committee can be conducted by mail or telephone. One approach that can be used is for the committee to review the recent record of Branch meetings to identify those member states that have not recently had the opportunity to host the annual meeting. One or more states are then selected and local entomologists contacted regarding their willingness to assume responsibility for organizing local arrangements and proposing suitable meeting locations. The Committee Chair submits a report about the sites selected to the Executive Committee prior to the Branch meeting. These states are then invited to submit invitations to be acted upon by the Executive Committee at the upcoming Annual Branch Meeting. The selection of the time and place for the NCB meeting is subject to the approval of the members at the Annual Business meeting.

The principal consideration in selecting the host city probably should be accessibility by air. Responsibility for proposing specific convention centers can be left to the prospective hosts, but the Chair of this committee should make sure that it is understood that our organization poses a somewhat unusual demand on facilities. The past Local Arrangements Chair should be consulted on specific needs for a group of our size. We must have sufficient rooms of reasonable size, preferably accommodating at least 100 persons each, for 6-7 concurrent meeting sessions. That requirement eliminates many otherwise suitable convention centers. Branch meetings should, if at all possible, be scheduled for the last week of March, Sunday evening - Wednesday noon. The NCB-ESA Location and Time Committee, in establishing meeting dates, must seek to minimize meeting conflicts with related organizations such as the American Mosquito Control Association. Meeting dates of other ESA Branches should be considered so that the National ESA officers might attend the NCB meeting.

The Meeting Location and Time Committee should contact prospective hosts early to allow sufficient time for invitations to be developed. It may be advisable, although not mandatory, that more than one invitation be solicited. The three most immediate past Chairs of the Local Arrangements Committee will serve on the committee. The Chair of the committee is the person who is in the final year on the committee once a rotational system has been established.

NCB-ESA Membership Committee

1. The committee serves the Society by promoting membership in the Entomological Society of America and the North Central Branch. To meet this charge, the Committee:
 - a. In cooperation with educational and other institutions employing Entomologists and CEDA, identifies and recruits new employees, students, and graduates through congratulatory letters about the benefits of ESA membership;
 - b. Works with the Local Arrangements Committee at Branch meetings to confirm membership status of attendees;

- c. Interfaces with the ESA Director of Membership Services and the ESA Membership committee;
 - d. Advises the Branch Executive Committee on membership; and
 - e. Suggests and initiates other activities to improve recruitment and retention of members.
2. Membership consists of the Chair and 5 members appointed to 3-year terms, and a graduate student representative appointed to a 1-year term by the President of the Branch. The tenure of the members is arranged so that two new members are appointed each year. The graduate student representative is appointed in consultation with the Student Affairs Committee.
 3. New members are selected based on consideration of geographic, disciplinary, and employment diversity. Each committee member is responsible for membership issues within one of the following six zones. Zones may be changed as needed.
 - a. MI, OH, ONT
 - b. IL, IN, KY
 - c. WI, MN, MAN
 - d. MO, IA
 - e. CO, KS, NE
 - f. ND, SD, Nunavut
 4. The Chair coordinates the activities of the Committee and serves a 3-year term as member of the ESA Standing committee on Membership. By December, the chair in consultation with the rest of the committee will recommend to the NCB-ESA President-Elect replacement members for pending vacancies.
 5. The committee provides annual reports of its activities to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

National ESA Awards Committee

ESA Recognition Award in Entomology

Entomological Foundation Award for Excellence in Integrated Pest Management

ESA Distinguished Achievement Award in Extension

ESA Distinguished Achievement Award in Teaching

ESA Distinguished Achievement Award in Regulatory Entomology

Entomological Foundation Recognition Award in Urban Entomology

1. Call for Nominations will be posted on the Branch website and announced by the Secretary-Treasurer to the membership through email by September 15.
2. The Awards page of the website shall:
 - a. Include descriptions of each award and set a deadline of December 1 for receiving completed nomination packets.
 - b. Provide nomination submission guidelines and a contact for the appropriate Award committee chair.
3. Set "cut-off" date for receiving completed nomination packets at December 1.
4. The Secretary-Treasurer will send email reminders to the membership prior to the December 1 deadline.
5. The committee shall:
 - a. not accept incomplete packets.
 - b. not assemble packets for the person nominating the potential award winner. That responsibility rests with the person making the nomination.
 - c. Consider extending the deadline if there are not sufficient nominations, but the Secretary-Treasurer shall notify the membership of the extension.
6. The Committee chair will:
 - a. Send nomination packets and ballot to each member of the Awards Committee no later than February 1. Request response by February 18. Sample ballot is attached.
 - b. Tabulate committee responses and send names of winners in each award category by February 21 to NCB Secretary-Treasurer for preparation of certificates or plaques and annual meeting recognition arrangements.
 - c. Send results to all persons who had sent in packets.
7. Announce and recognize the nominees for the ESA Awards at the annual meeting of the NCB and forward packets to the ESA headquarters by July 1.
8. Work with vice-Chair of the committee to maintain continuity. The vice-Chair will assume the chair position after the NCB meeting. The President-Elect will appoint the vice-Chair.
9. ESA Award winners, including any NCB winners, will be recognized at the Annual Meeting of the ESA.
10. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

Nominating Committee

The Executive Committee selects a Nominating Committee which consists of three Active Members not currently holding office. This selection occurs at the first Executive Committee meeting. The President contacts these people at the Branch meeting and appoints a Chair of the group. The Nominating Committee presents nominees for vacant positions on the Executive Committee and nominees for Director-Elect and a representative to the Certification Board.

Duties of the Nominating Committee:

1. The Nominating Committee nominates two candidates for each office, including those for the Certification Board, where vacancies occur or terms of service of incumbents are due to expire at the following annual meeting.
2. The Nominating Committee shall report its nominations to the NCB President and to the Secretary-Treasurer by January 1.
3. The Secretary-Treasurer shall announce the roster of candidates to the Active Members not less than two months prior to the annual meeting (Jan.).
4. The President shall supply a list of nominees and their biographies to the ESA headquarters in early January.
5. The ESA headquarters shall prepare the electronic ballot for North Central Branch elections
6. The Secretary-Treasurer will send voting instructions (mailed or emailed) to the membership.
7. Written ballots shall be available to members upon request to the Secretary Treasurer.
8. The ESA headquarters will supervise the collection and tabulate the results.
9. In case of a tie vote for any office, the Nominating Committee shall decide the tie.
10. A majority of votes cast shall be the deciding factor in all matters put to vote, unless otherwise specified in the Constitution or By-Laws.
11. The Chair will solicit supporting documents from the two nominees for Director-Elect to the Certification Board and will submit all materials to the NCB President.
12. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

The Executive Committee of the North Central Branch consists of the President, President-Elect, the Immediate Past-President, the Secretary-Treasurer, the Representative to the Governing Board of the parent Society, and three Committee Members-at-large.

The members of the Executive Committee are elected by a ballot (written or electronic) sent to and returned by the membership of the Branch.

Terms of Office

1. President -1 year
2. Secretary-Treasurer - 3 years and may be re-elected to a second term.
The election shall take place 1 year in advance of the date office is taken.
3. Representative to the Governing Board of ESA - 3 years
4. Executive Committee Member-at-Large - 3 years. Of the three members, only one terminates each year.

The terms of the office of the Representative to the Governing Board and of the Secretary-Treasurer shall be so arranged that they do not terminate in the same year. No member may occupy more than one office at any one time except for temporary appointments by the Executive Committee or the President.

Vacancies

President -- In case of vacancy in the Office of the President, the President-Elect shall become President.

President-Elect -- In case of vacancy in the Office of President-Elect, the Executive Committee Member-at-Large with the longest term of service shall become President-Elect.

Secretary-Treasurer, Representative to the Governing or Executive Committee Member-at-Large -- A vacancy in the position of Secretary-Treasurer, Representative to the Governing Board, or Executive Committee Member-at-Large, occurring in the interval between meetings, may be filled until the next annual election by temporary appointment by the President with the approval of the Executive Committee.

Certification Board of the ESA

The Certification Board consists of a Director, Director-Elect, Past-Director, and one representative from each Branch. The Nominating Committee submits the names of two nominees each for Director-Elect and Board representative to the NCB President who will forward their names to the ESA national office. Election for Director-Elect and Board Representative occurs at the time of the parent Society's annual election. All Certification Board nominees must be a current Board Certified Entomologist but need not be an ESA member. The Director-Elect serves for one year. The following materials must be submitted for Director-Elect nominees to the Certification Board:

1. A short paragraph indicating the rationale or justifying why the individual is qualified for the position.
2. A brief biographical sketch of the nominee(s)
3. A 2" x 3" black and white photo or digital image to be used for publicity purposes.

The Certification Board member will serve for three years with the term of office to coincide with the term of the Branch's Representative to the Governing Board. No nominating materials need be submitted. The names of the nominees, plus the required nominating materials for Director-Elect, must be submitted to the national ESA office no later than June 1.

Dates and events of importance to the Nominating Committee:

March (at annual meeting)

President and Executive Committee select 3 members to serve on the Nominating Committee. President selects one member to be Chair. President presents a formal charge to the committee regarding specific offices requiring nominations.

January (early)

ESA prepares balloting website which include candidates and their background information. The ESA shall administer this site.

February (1 month before annual meeting)

Secretary-Treasurer's last chance to announce roster of candidates to the membership and provide voting instructions to the membership.

March 1

ESA provides the President with the results of the election.

March (Mid) (annual luncheon)

Election results announced at awards luncheon at annual meeting.

*Note: The Constitution and By-Laws of NCB do not outline or give specific suggestions on how the Nominating Committee is to proceed to select candidates for office. Each Nominating Committee may proceed as it sees fit.

A Suggested Procedure:

April

President of NCB should write to Nominating Committee Chair and inform the Chair of any vacancies to be filled. Chair of the Nominating Committee contacts members of the committee and asks them to begin thinking of names for the vacant positions.

May

Chair of Nominating Committee should write to Secretary-Treasurer or to previous Nominating Committee Chair to obtain a list of previous office holders. This list will be valuable in screening who in the Branch has served in various capacities. It will help to evaluate and rank candidates.

May-September

Nominating Committee Chair should send a letter to all department chairs listing vacant positions and asking them to discuss the openings among staff and solicit candidates in and out of their department who might be considered for an office. Department chairs should ask those interested to send their selection of candidates to the Nominating Committee Chair no later than September 15.

September or October

Chair of Nominating Committee needs to keep a list of names and addresses of all candidates by position. Nominating Committee should look over candidates and narrow the lists of candidates to about 6 of the strongest for each position. The Nominating Committee Chair should write to each candidate and ask if he or she would be willing to serve in office, if selected.

November

From the list of those who accept, the two strongest candidates should be selected for each office and a biographical sketch should be requested from each to be included in the ballot .

December

Data for each candidate are compiled. This list of candidates and accompanying information shall be forwarded to the ESA headquarters by January 1.

January-March

The Secretary Treasurer shall provide voting instructions to the branch membership and provide written ballots to members without email addresses or upon request.

The ESA headquarters shall administer the voting process and return the results to the Branch President by March 1.

Annual Meeting

The Nominating Committee presents the nominees for Director-Elect and when appropriate for Certification Board Representative to the Executive Committee. Election

results of other vacant positions are announced at annual banquet by the Branch President.

North Central Branch Award of Merit Committee

1. Send "Call for Nominations" to the Secretary-Treasurer for inclusion in an e-mail to members by September 15.
2. Write to NCB department chairs and other entomological leaders asking for participation in the National ESA and NCB awards activities. Refer to NCB Awards web site.
3. Set "cut off" date for accepting nomination packets for the Award of Merit by November 17.
 - a. Do not accept incomplete packets.
 - b. Do not assemble packets for the person making the nomination. That is his or her responsibility.
4. Send the appropriate award packets to the Award Committee on November 20 -response by December 10.
5. Tabulate committee responses and notify NCB President by December 10.
6. Nominations will be automatically extended for one year for those not selected. A nominee may resubmit and update supporting information. The Chair will contact the nominator and the nominee for updated information.

Photo Salon Committee

PROCEDURES AND GUIDELINES

1. Arrange dates for the insect photo salon entry form with appropriate dates relative to the scheduled meeting of the North Central Branch as soon as possible following the most recent NCB meeting.
2. Contact Program Chair to ensure that time and space have been allocated for two slide presentations as required by the Photographic Society of America.
3. Prepare entry form in cooperation with the representative of the Regina Camera Club.
4. Send entry form to ESA Office with request for publication in an appropriate publication as soon as possible. Request 500 copies be sent to Lloyd Harris for mailing to former entrants.
5. Send mailing labels for above to NCB secretary for duplication. Request 500 be sent to Lloyd Harris. He will need the form at least six months prior to the judging (sample enclosed).
6. Write to potential advertisers, e.g., Kodak, Cannon, Olympus, etc. for advertising in salon catalogue several months prior to the salon. Two ads essential, three maximum if possible.
7. Send Local Arrangements Chair the requirements for presentation of the insect photo salon. The salon is usually presented twice during the meeting at the seventh hour on the

second and third nights. We often show the top prize winning slides during the banquet as an enticement to get people to attend the salon following the banquet. Some specific requirements are:

- Theater style seating for 125-150 people As large a screen as possible
 - A carousel projector with a remote control button at the podium Use as high a wattage as possible in the projector
 - A lighted podium to the right of the screen on a raised stage Pointer, lighted if possible
 - Microphone
 - Glass of water at podium
8. Prepare title slides for salon, list of judges, committee members, etc.
 9. After the slides are accepted by the camera club, judging is held on a Saturday about two weeks prior to the NCB meetings. After the judging, a script is written, a catalog is written and printed, the PSA report cards filled out and mailed and the total reject slides packaged and returned to the photographers. The accepted slides are assembled into a show.
 10. During the process of reviewing and checking the slide show, approximately 14 slides of entomological interest with good contrast are selected, reproduced in black and white and sent to ESA for possible use on the covers of the various publications.
 11. Letter award certificates from ESA. Have signed by judges and committee members.
 12. Prepare a report for the North Central Branch Executive Committee meeting.
 13. Present the salon at the NCB meetings.
 14. Sort, package and return slides to the photographers the weekend following the NCB-ESA meetings.
 15. Catalogue printed and mailed to all entrants, officers of NCB, etc.
 16. Card catalogue for all accepted slides is updated for future reference. Because slides can only be accepted once, they must be checked against a master list.
 17. Prepare a financial statement. Copies sent to ESA Secretary-Treasurer and President for information.
 18. Prepare and submit a report to the Photographic Society of America, Nature Division Chair. Order PSA Silver medal for next year's salon.
 19. Procure judges for next year's salon.
 20. Send list of Chair's personal expenses to Secretary-Treasurer of NCB.

Program Committee

No guidelines available.

Resolutions Committee

Committee solicits resolution items from the membership and, where applicable, draft resolutions in consultation with appropriate standing committee(s) for a report at the final

business meeting of the annual meeting. Resolutions should be posted for membership review at least 24 hours before the final business meeting.

The Committee shall consider the practices and policies of the North Central Branch and suggest possibilities of improvement through its resolutions. It should be aware of developments in the ESA national organization, the U.S. Congress and other governmental bodies as they may affect the Society and its members.

Standard resolutions shall include:

1. Resolutions of appreciation to the officers, Local Arrangements and Program Committees and others concerned with the annual meeting.
2. Resolutions of congratulations, condolence or sympathy to individuals or groups as may be appropriate.

The Committee chair shall submit a written report to the Secretary-Treasurer within 10 days of the annual meeting for inclusion in the annual report published in the ESA Newsletter.

Student Affairs Committee

RESPONSIBILITIES include:

- a. Advocate for student interest in NCB-ESA and ESA affairs
- b. Ensure representative student governance in NCB-ESA
- c. Organize student sponsored events
- d. Represent student interests to NCB-ESA and ESA committees
- e. Meet annually with and have regular communication with the NCB-ESA President
- f. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

MEMBERSHIP on the SAC is limited to NCB-ESA members defined as students by ESA. Members of the SAC include a Chair, Vice-Chair, Presiding third member, and regional members. Terms are for two years.

The student member at large to the NCB-ESA Executive Committee will chair the SAC. The North Central Branch President in consultation with the Chair of the SAC appoints the Vice-Chair and Presiding third member to the Student Affairs Committee.

The North Central Branch President in consultation with the Chair of the SAC appoints members of the SAC as student representatives to the following committees.

NCB-ESA Program committee
NCB-ESA Linnaean Games
NCB-ESA Local Arrangements committee
NCB-ESA Student Awards committee

NCB-ESA ad hoc committees as considered appropriate
ESA Student Affairs committee (2 members)

Appointment to the ESA Student Affairs Committee is for two years. Ideally, the appointee will have had prior service on the NCB-ESA SAC.

RESPONSIBILITIES of the Committee members are:

Chair

- a. Serve as a full voting member of the NCB-ESA Executive committee
- b. Act as a liaison between NCB-ESA officers and students
- c. Maintain contact with student representatives in each department within the Branch and appoint student representatives annually
- d. Initiate interaction among NCB-ESA students
- e. Propose and finalize a yearly agenda of operations for the SAC
- f. Delegate activities to other SAC members

Vice-Chair

- a. Assist and substitute for the chair as needed
- b. Provide chair with student nominees for NCB-ESA and ESA committees (listed above)

Presiding Third Member

- a. Assist chair and vice-chair including substituting for the chair and vice-chair as needed
- b. Serve on and act as SAC representative to other NCB-ESA committees as appointed by chair
- c. Act as secretary at committee meetings

Regional Members (appointed by the chair in consultation with the NCB President for regional representation to two year terms)

- a. Assist in student governance and setting agenda
- b. Serve on and act as SAC representative to other NCB-ESA committees as appointed by the chair
- c. Serve as liaison between the Student Affairs Committee and other students
- d. Assist in nominating a student to replace you when your term is finished
- e. Advocate for student and NCB-ESA interests

Summary of Activities and Deadlines.

April

The chair submits a nomination list to the NCB-ESA President who then appoints student representatives to committees. The President also confers with the chair and appoints

committee officers as needed. The usual progression is for the Presiding Third Member to assume the position of Vice-Chair when a vacancy arises.

December

Submit announcements of upcoming SAC activities at the next branch meeting to the NCB-ESA Secretary/ Treasurer for inclusion in the January NCB-ESA mailing.

March

Conduct an annual meeting in conjunction with the annual NCB-ESA meeting; including meeting with the NCB-ESA President-Elect. The committee Chair attends the Executive Committee meetings and presents a report of SAC activities for the previous year.

Student Awards (and Competition) Committee

Note: these guidelines are for the Awards Committee, not for students applying for awards.

Committee Responsibilities:

1. Encourage participation in the NCB-ESA student awards and competition activities,
2. Receive and evaluate nomination packets of award nominees for:
 - J. H. Comstock Graduate Student Award
 - NCB Graduate Scholarship
3. Coordinate the student competition activities at the NCB-ESA annual meeting.

Committee Procedures:

1. Post J. H. Comstock Graduate Student Award "Call for Nominations" and NCB Graduate Scholarship "Call for Nominations" on the NCB Web Site and have Secretary-Treasurer send e-mail notice to all Branch members.
2. Write to heads of entomology departments at universities in the NCB (and other entomological leaders) requesting student entries for the John H. Comstock Award and the NCB Graduate Scholarship. Following is a list of the Entomology departments in the NCB:

Dept. of Entomology, The Ohio State University, Columbus, OH 43210
Dept. of Entomology, Ohio Agr. Res. Dev. Center, Wooster, OH 44691
Dept. of Entomology, University of Wisconsin, Madison, WI 53706
Dept. of Entomology, Purdue University, West Lafayette, IN 47907-1158
Dept. of Entomology, University of Kentucky, Lexington, KY 40546-0091
Dept. of Entomology, Colorado State University, Fort Collins, CO 80523
Dept. of Entomology, Michigan State University, East Lansing, MI 48824-1115
Dept. of Entomology, University of Minnesota, St. Paul, MN 55108-1385
Dept. of Entomology, University of Missouri, Columbia, MO 65211
Dept. of Entomology, University of Nebraska, Lincoln, NE 68583-0816
Dept. of Entomology, Kansas State University, Manhattan, KS 66505-4004
Dept. of Entomology, North Dakota State University, Fargo, ND 58105

- Dept. of Entomology, Iowa State University, Ames, IA 50011
 Dept. of Entomology, University of Illinois; Urbana, IL 61801
 Dept. of Plant Science, South Dakota State University, Brookings, SD
 Illinois Natural History Survey, Champaign, IL 61801
 Dept. of Entomology, University of Manitoba, Winnipeg, Manitoba, Canada R3T 2N2
3. Set "cut-off" date for accepting nomination packets for the John H. Comstock Award and the NCB Graduate Scholarship at December 1.
 - a. Do not accept incomplete packets
 - b. Do not assemble packets for the person making the nomination. That is his or her responsibility.
 4. Send the appropriate awards packets to the Awards Committee on the indicated dates.
 - a. John H. Comstock Award - December 15 - response by January 3.
 - b. NCB Graduate Scholarship - December 15 - response by January 3.
 5. Tabulate committee responses and notify the appropriate National or NCB officials by the indicated dates:
 - a. John H. Comstock Award - January 3; National ESA Executive Director
 - b. NCB Graduate Scholarship - January 3; NCB President
 - c. Notify the graduate student nominees of the committees' decisions
 6. The Chair of the Graduate Student Awards Committee and the Program Chair must work together to ensure that students who submit an application for the award paper competition have also submitted the "Call for Papers" form.
 7. Awards Committee member responsibilities
 - a. Encourage participation in NCB-ESA awards activities
 - b. Evaluate nomination packets of Awards nominees.
 - c. Participate as judge in the student oral and poster presentation competition at the annual NCB-ESA meetings.
 8. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President shortly after the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

J. H. Comstock Graduate Student Award

The J. H. Comstock Award is given to one graduate student from each of the Entomological Society of America's five Branches to promote interest in the science of entomology at the graduate level and to stimulate interest in attending the ESA Annual Meeting. The award includes an all-expense-paid trip to the national meeting, a \$100 cash prize, and a certificate that is presented during the ESA Annual Meeting. (Awardees are not required to present a paper at the Annual Meeting.)

The following guidelines have been established by the ESA:

1. Applicants must be enrolled as a graduate student at half-time and in graduate school at the time of (or have completed the degree within the last 12 months preceding) the presentation of the Award (December).

2. Students must be pursuing a course leading to a graduate degree with a major in entomology.
3. Application for Society membership (student or active) must have been made prior to January 1 of the year the Award was made.
4. An active member returning for graduate study is not eligible.

Nominations should include:

1. Biographical sketch or vitae, including significant awards and achievement related to entomology (strictly limited to 1 page);
2. Statement of nominee's interests and goals in entomology (strictly limited 2 pages double spaced);
3. Research publications (limited to published or in-press submissions only and must provide complete citation!);
4. List of oral and poster presentations for professional meetings;
5. Letter of support for candidacy from three (3) professional references. Please request e-mail delivery of this letter (either scanned signed document [PDF] or an unsigned Word document that uses the sender's e-mail to suffice as an endorsement); and
6. Photograph of the nominee (as a digital image file).

Note: College transcripts are *not* required for this award.

Note: Application materials must be submitted in electronic format. Paper nominations will no longer be accepted.

Please abide by the above rules. More information than that required will result in disqualification.

Nominations must be received by December 1. Send all materials to the chair of the [Student Awards Committee](#).

North Central Branch Graduate Student Scholarship

An award of \$500 will be provided in recognition to graduate student members of the North Central Branch (NCB) of the Entomological Society of America (ESA) for their course work and research culminating in scholarship.

ELIGIBILITY

Candidates must currently be researching an entomological problem at a recognized graduate institution. Candidates must have an overall graduate grade average equivalent to 3.0 or higher on a 4.0 grading scale.

NOMINATIONS

Any active graduate student member of the NCB may apply. Candidates will submit the following nomination materials:

1. Biological sketch or vitae (1 page) which should include G.P.A. of both undergraduate and graduate course work;
2. Transcripts of all college course work as confirmation of grade point average (exempt from electronic format requirement, unofficial transcripts are acceptable);
3. Description of research (1 page);
4. Three (3) letters of recommendation from faculty members of his/her institution using electronic media (Please request e-mail delivery of letters: either scanned signed document [PDF] or an unsigned Word document that uses the sender's e-mail will suffice as a confirmation of authenticity of the letter);
5. Four (4) letters of recommendation from his/her peers using electronic media (note: use current or recent graduate students who can evaluate the candidate's academic, research, and professional accomplishments); and
6. A photograph of the nominee (digital image file).

IMPLEMENTATION

The scholarship will be publicized by the North Central Branch, ESA Students Awards Committee through the ESA Newsletter, the NCB mailing list, and through chairpersons of departments of institutions in the North Central Branch with qualifying graduate colleges or schools. Based on submitted credentials, the NCB Student Awards Committee will choose a maximum of four semifinalists and will then consider the recommendations by candidate peers.

The cash award will be presented to the winning candidate by the NCB Student Awards Committee Chairperson at the awards function during the Annual Meeting of the North Central Branch, ESA.

Nominations must be received by December 1. Send all materials to the chair of the [NCB Student Awards Committee](#).

Procedures and Guidelines-Archivist

The Iowa State University Library, Department of Special Collections, serves as the archives for the North Central Branch. To ensure proper preservation of future historical records and to expedite this process, the following guidelines are suggested.

Guidelines for Materials to be Preserved:

Correspondence - Certain kinds of correspondence should be kept permanently, whereas others may be disposed on a regular basis.

Types of correspondence to be preserved:

Administrative correspondence received

Agenda and minutes of meetings

Printed committee reports and other materials of legal, administrative, or historical value pertaining to the policy, procedure, or function of the branch.

Types of materials which need not be retained:

Letters and memos of transmittal that add nothing to the content of the item transmitted

Acknowledgments

Requests for information and publications after the request has been filled

Reservations and confirmations, itineraries

Requests to be added to mailing lists after the addition has been made

Invitations to and announcements of meetings.

Chair or President - The President should submit all materials as described under correspondence as well as any additional materials such as lists of branch officers and committee members, and Executive Committee reports and actions.

Secretary-Treasurer - The Secretary-Treasurer should submit all materials as described under correspondence as well as a complete summary of financial matters and activities of the branch.

Committees - Minutes, reports, and other records of all committees, whether standing or ad hoc, should be retained permanently. Records of the ad hoc committee should be deposited with Archivist-Historian at the termination of committee activity while standing committees should submit material annually.

Photographs and Other Media - All photographs having historical significance (i.e., award recipients, officers, members, etc.) should be identified by place, time, and persons. Copies or originals should be submitted to the Archivist-Historian on an annual basis. Included in the collection should be any newspaper or magazine articles or proclamations associated with branch activities and/or projects.

In summary, fundamentally any file or record which can help explain or document the work of the North Central Branch should be considered for deposit. If there is a question about a particular item, whether to save or not to save, err on the conservative side and keep it rather than discarding it.

The Branch Archivist and Historian (Duties)

The Branch Archivist shall be appointed by the President for a five-year term of office and will be the branch representative on the National ESA Committee for Archives. The Branch Archivist shall encourage collection and preservation of historical documents and memorabilia of entomology; stimulate an appreciation for the history of entomology; encourage scholarly studies contributing to a better understanding of the historical role of entomology in American society; and advise the President on solicitation and publication of obituaries of entomologists.

In addition to the above mentioned duties, the Branch Archivist shall maintain interaction between the North Central Branch and the Iowa State University Archivist. After historical

materials have been received from past presidents, secretary-treasurers, committee chairs, etc. the following duties should be performed:

1. Sort, remove duplication, and arrange (refer to outline sent to Iowa State University in March 1986) materials for proper storage.
2. Whenever materials are sent to the Iowa State Archives, send a similar listing to the current Branch President. This will allow for a continuous documentation of transferred items.