

FLORIDA ENTOMOLOGICAL SOCIETY

OPERATING GUIDELINES



**FLORIDA
ENTOMOLOGICAL
SOCIETY**
www.flaentsoc.org

2001-2002

FLORIDA ENTOMOLOGICAL SOCIETY
OPERATING GUIDELINES

2001-2002

Compiled 1998 by:

D. G. Hall

E. M. Thoms (Co-Chair)

J. E. Eger, Jr. (Co-Chair)

Update edited by L. G. Peterson

Immediate Past-President

April, 2001

Table of Contents

	<u>Page</u>
Foreword	3
Articles of Incorporation	4
Bylaws	7
Operating Guidelines	
Officers	
President	15
Past President	18
President-Elect	19
Vice-President	21
Secretary	23
Business Manager	32
Member-at-Large	36
Student Members of the Executive Committee	38
Editor of the <i>Florida Entomologist</i>	40
Standing Committees	
Publications Committee	44
Public Relations Committee	49
Program Committee	51
Local Arrangements Committee	62
Membership Committee	68
Honors and Awards Committee	71
Nominating Committee	81
Resolutions Committee	86
Fiscal Committee	90
Student Activities Committee	93
Long-Range Planning Committee	110
Ad-Hoc Committees	
Newsletter Committee	113
Computer Resources Committee	116
Historian/Necrologist	118
Caribbean Directory Committee	119
Sustaining Membership Committee	120
Education Committee	123
Caribbean Conference Committee	124
Pioneer Lecturer Award Committee	127
Operating Guidelines Committee	131

FOREWORD

The following guidelines were put together by an ad-hoc committee during 1997-98 and represent a first attempt at establishing guidelines for the Florida Entomological Society. The guidelines should serve several key purposes. First, because of the size of this Society, operating guidelines should help ensure continuity from year to year and provide officers and committee chairs with a job description that will facilitate smooth operation of the Society. Second, the guidelines should provide the Society with a history. Lists of previous officers and committee chairs are provided where possible and future guidelines committees should make an effort to capture the names of individuals who contribute so much to our Society. These lists will serve a practical purpose as well since current officers or committee chairs now have a list of persons who previously filled these roles. These individuals will be a valuable resource should problems or questions arise that the person currently serving this role needs help with.

We would also hope that the guidelines grow and develop over time. If officers or committee chairs run into problems that are not covered in the guidelines or if they develop procedures that help them get the job done, this information should be captured in subsequent guidelines. In addition, the guidelines should be a valuable resource to ensure that the Articles of Incorporation and Bylaws adequately reflect the actual operation of our Society.

The Operating Guidelines Committee would like to thank President Joe Funderburk and the other officers and committee chairs for their contributions to this document. We received excellent cooperation and the result is a good start toward the development of these guidelines.

David Hall
Ellen Thoms (Co-chair)
Joe Eger (Co-chair)
1998

ARTICLES OF INCORPORATION AND BYLAWS

Note: Four changes to the Bylaws of the Florida Entomological Society were sanctioned at the 78th Annual Business Meeting held August 8, 1995, at the Cariari Hotel in San Jose, Costa Rica (refer to Edited Minutes of the 78th Annual Business Meeting in the March, 1996 issue of the *Florida Entomologist*, Vol. 79, no. 1). Presented here are the current Governing Documents of the Florida Entomological Society, including the Articles of Incorporation and the revised Bylaws. This updates the version published in 1982 (65(4):595-602) to which changes were added in 1985 (68(1):244-246).

ARTICLES OF INCORPORATION

I. NAME

The name of the corporation, which heretofore has been the Florida Entomological Society, Inc., shall remain

Florida Entomological Society, Inc.

and said Corporation shall be a nonprofit corporation incorporated under Chapter 617, Florida Statutes, and it shall maintain its office at its Post Office address, Post Office Box 7326, Winter Haven, Florida 33883-7326.

II. OBJECT AND PURPOSE

The objectives of the Corporation shall be: (1) to promote entomology as a science and as a profession; (2) to encourage research relative to insects and related arthropods in Florida; (3) to distribute and publicize knowledge pertaining to insects and related arthropods; and (4) to publish the *Florida Entomologist*.

III. MEMBERSHIP

Section 1. Classes of Membership. -The classes of membership shall be Regular, Family, Student, Sustaining, Honorary, and Emeritus.

Section 2. Regular Membership. -All persons having entomological training and/or a sincere interest in entomology may apply for Regular Membership by submitting an application form and annual dues payment to the Business Manager. Regular Members shall have the privileges of voting, holding office, and otherwise participating in the affairs of the Society. They shall receive the *Florida Entomologist* and other Society publications.

Section 3. Family Membership. -Two or more persons in the same family with entomological training and/or a sincere interest in entomology may apply for family membership by submitting an application form and annual dues payment to the Business Manager. Family members shall have the privileges of voting, holding office and otherwise participating in the affairs of the Society. They shall receive only one copy of the *Florida Entomologist* and other Society publications. Annual dues shall exceed, but by not more than 50 percent, the dues of Regular Members.

Section 4. Student Membership. -Any person interested in entomology who is enrolled at a recognized educational institution may become a Student Member by submitting an application form and annual dues payment to the Business Manager. Student Members shall have the same privileges and benefits as Regular Members; however, they will pay reduced dues.

Section 5. Sustaining Membership.-Sustaining Members shall have the qualifications, privileges, and benefits of Regular Members, including voting by the designated institutional representative of each Sustaining Membership; however, their financial contribution will exceed that of annual dues. They shall be formally recognized for their beneficence.

Section 6. Honorary Membership. -Honorary Membership may be conferred by action of the Society on anyone who has performed distinguished service in the field of entomology. Special consideration should be given to service to entomology in Florida. Any member may nominate a candidate by submitting a written proposal to the Secretary. If approved by the Executive Committee, the candidate's name shall be submitted to the Society for secret vote by mail ballot at least 30 days prior to any annual meeting. Election to Honorary Membership shall require a two-thirds majority of those balloting. The total number of Honorary Members shall not exceed ten, and not more than two may be elected in any one year. Honorary Members shall have all the privileges of Regular Membership including a continuing subscription to the *Florida Entomologist*. They shall be exempt from annual dues.

Section 7. Emeritus Membership. -Regular Members in good standing who have retired from full-time employment may request emeritus status. Granting of emeritus membership shall require approval by a two-thirds majority of the Executive Committee. Emeritus Members shall be exempt from payment of annual dues and registration fee. They shall have all the privileges of Regular Members except they shall not receive the *Florida Entomologist* gratis; they shall have the privilege of subscribing at half Regular Membership rates.

IV. TERM OF EXISTENCE

This corporation shall have perpetual existence.

V. OFFICERS MANAGING THE CORPORATION, AND TIME OF ELECTION OR APPOINTMENT

The officers of this Society shall be a President, President-Elect, Vice-President, Secretary, Business Manager, and an Editor of the *Florida Entomologist*. The President-Elect, Vice-President and Secretary shall be elected annually. The Business Manager and Editor shall be hired for a term of three and two years, respectively, by the Executive Committee at salaries and under conditions to be determined by the Executive Committee. Both shall be non-voting members of the Executive Committee. The President-Elect and Vice-President shall automatically succeed the President and President-Elect, respectively. In case of death, incapacitation, or if the President leaves the Society, the President-Elect will assume the duties of the President.

VI. BOARD OF DIRECTORS

The Board of Directors shall be composed of the Executive Committee.

VII. AMENDMENTS TO ARTICLES OF INCORPORATION AND BYLAWS

Amendments to the Bylaws (1) may be proposed at an annual meeting, or (2) may be proposed to the Executive Committee at any time by petition of 10 voting members. The President shall appoint a special committee to consider the proposed amendments, and this committee shall report its recommendation at the next annual meeting. Each Society member shall be supplied a copy of the proposed amendment by the Secretary at least 10 days prior to the annual meeting. A two-thirds affirmative vote of the active membership present shall be required to sanction a change in the Bylaws and Articles of Incorporation. A quorum (Bylaws Article V.2) must be present. Minor changes in the wording of proposed amendments may be made during the course of their consideration.

**REVISED BYLAWS
OF
THE FLORIDA ENTOMOLOGICAL SOCIETY, INC.**

I. MEMBERSHIP

Section 1. Members shall not use the name of the Society for commercial advertising. Such a practice shall be sufficient ground for expulsion from the Society.

Section 2. A member may be dropped from membership in the Society by action of the Executive Committee for conduct which in any way injures the Society or affects adversely its reputation. Before expulsion, a person shall have the right to a hearing before the Executive Committee.

II. OFFICERS

Section 1. The President shall preside at the annual meeting of the Society, serve as Chairperson of the Executive Committee, and otherwise shall have and exercise such powers as are reasonably necessary to carry out these duties, including the filling of vacancies on standing committees and naming special committees. The President shall deliver an address at the annual meeting over which he presides.

Section 2. The President-Elect shall assume the duty of the President in the latter's absence. The Vice-President is next in line for President if neither the President nor President-Elect can fulfill the duties of the President. The President-Elect shall be the Chairperson of the program of the Annual Meeting; shall be an ex-official member of the Membership Committee; shall be in charge of all Sustaining Membership; fulfill specific duties as outlined by the President; develop projects that may be completed during his term of office.

Section 3. The Vice President shall be the Assistant Chairperson of the program of the annual meeting.

Section 4. The Secretary shall make and preserve a record of the meetings of the Society and of the Executive Committee, submit a record of the Society's proceedings to the Editor for publication, and conduct general correspondence of the Society except as otherwise provided.

Section 5. The Business Manager shall collect all moneys due, pay all bills incurred by the Society, act as Business Manager for publications, submit a report at each annual meeting and comply with all other duties of the position description established by the Executive Committee.

Section 6. The Editor of the *Florida Entomologist* shall serve as chairman of the Publications Committee, be knowledgeable of the editorial policies of the *Florida Entomologist*, work closely with the Associate Editors and authors in reviewing and selecting manuscripts for publication in the *Florida Entomologist*, and comply with all other duties of the position description established by the Executive Committee.

III. EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee consisting of the President; President-Elect; the Vice President; the Secretary; the Business Manager; two members-at-large, one of whom shall be elected each year to serve for 2 years and 2 student members; a representative of each Affiliation; the chairperson of the Public Relations Committee; the immediate Past President; and the Editor of the *Florida Entomologist*. Chairpersons of the various committees will be invited to attend the Executive Committee meetings as non-voting members. The President shall act as Chairman of the Committee. The Executive Committee shall be in charge of affairs, funds, and property of the Society, and shall conduct the business of the Society subject to decisions on policy by the membership by mail ballot or at an annual meeting. The President may call Executive Committee meetings at any time. The presence of four members of the Executive Committee at any meeting shall establish a quorum, provided all Executive Committee members have been notified in advance of the meeting. The Executive Committee may vote on matters by mail ballot.

Section 2. Vacancies that occur in any office of the Executive Committee, except representative of each affiliate, shall be filled by approval of two-thirds of the Executive Committee. Vacancies occurring among the affiliate representatives shall be filled immediately by the affected affiliate.

IV. STANDING COMMITTEES

Section 1. The standing committees shall include: Publications, Public Relations, Program, Local Arrangements, Membership, Honors and Awards, Nominating, Resolutions, Fiscal, Student Activities, and Long-Range Planning. All committee chairpersons and members shall be approved, or appointed if required, by the incoming President. All standing committees shall document their activities and provide an annual report to the Secretary.

Section 2. The Publications Committee shall consist of the Editor and Associate Editors of the *Florida Entomologist*, and the Business Manager of the Society. Each will serve a three-year term except the Editor (two-year term). The Executive Committee shall appoint all members of this Committee. This Committee shall be entrusted with publications of the *Florida Entomologist*.

Section 3. The Public Relations Committee shall consist of three members. Each will serve a three-year staggered term, one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This Committee shall handle such matters as publicity, education, and general public relations for the society. This committee shall work closely with the President in fulfilling those objectives, and where possible shall (1) provide representation at public hearings on matters which affect the interests of the profession; (2) keep informed on all public affairs affecting entomology, including legislation, and represent the Society in all such matters by offering advice and counsel to the State Government and to the public in these matters; and (3) promote activities designed to improve the status of professional entomology.

Section 4. The Program Committee shall consist of at least three members, including the President-Elect and the Vice President. Each shall serve a one-year term. The Chairperson, President-Elect of the Society, will appoint the other members. This committee shall solicit and schedule speakers, compose and distribute a written program, and in conjunction with the Executive and Local Arrangements Committees coordinate all activities necessary for the annual meeting.

Section 5. The Local Arrangements Committee shall consist of three members. Each will serve a one-year term. The Chairperson, after appointment by the President, will designate the other two members. This committee shall handle local publicity for the annual meeting, coordinate arrangements with the Business Manager for registration, assure that there will be adequate meeting and exhibit space, provide for a banquet and entertainment if such are to be held, and make other necessary detailed arrangements in cooperation with the Executive and Program Committees.

Section 6. The Membership Committee shall consist of five members. Each will serve a five year staggered term, one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall actively search for and solicit new members for the society among professional workers, students, and amateurs in entomology.

Section 7. The Honors and Awards Committee shall consist of three members. Each will serve a three-year staggered term, one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall find and evaluate candidates for honors, and present appropriate awards to entomologists who make outstanding contributions to

science and to the public. The committee need not necessarily honor any individual or organization yearly.

Section 8. The Nominating Committee shall consist of three members. The Chairperson, Past-President of the Society, will appoint the other two members. All will serve for one year. This committee shall prepare a list of candidates comprising one nominee for each elective office for presentation to the membership at the annual meeting. The committee shall secure the consent of each candidate before presentation. Candidates also may be nominated from the floor at the annual meeting.

Section 9. The Resolutions Committee shall consist of two members. Each will serve a two year staggered term one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall formally recognize and commend individuals and organizations that contribute materially to attainment of the Society's objective as stated in the "Governing Documents". The committee shall express the membership's encouragement of and support for activities that directly affect the Society, entomology, and the biological sciences in general.

Section 10. The Fiscal Committee shall consist of three members. Each will serve a three-year staggered term one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall audit the accounts, examine the annual "Report of the Business Manager", and review the overall financial condition of the Society at least once each year. The committee shall recommend action for improving the management of resources to achieve the Society's "Object and Purpose".

Section 11. The Student Activities Committee shall consist of three members. Each will serve a three-year staggered term, one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall solicit speakers, conduct judging, and bestow awards for the annual student paper contest. The committee shall coordinate special activities that involve the participation of student members in Society affairs.

Section 12. The Long-Range Planning Committee shall consist of five members. Each will serve a five-year staggered term one new member to be appointed each year by the incoming Chairperson. The chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall provide long-term continuity, direction, and leadership for the Society by: (1) advising and assisting the Executive Committee in overseeing long-range fiscal policies and other policies-of the Society, (2) fostering liaison with allied scientific and technological organizations, and (3) initiating special projects to further the Society's aims.

V. MEETINGS

Section 1. There shall be an annual meeting. The time and place of such meeting shall be decided by the Executive Committee.

Section 2. Forty members shall constitute a quorum for the transaction of business of the Society.

Section 3. Special meetings may be called by the Executive Committee, and may be called by the President upon written request of ten members. The Secretary shall provide notice of such meetings to all members at least ten days prior to such meetings.

Section 4. Matters of major importance may, upon approval of the Executive Committee, be placed before the membership between annual meetings by mail ballot.

VI. FUNDS

Section 1. The funds of the Society shall consist of three types: an operating fund, a reserve fund, and a designated fund.

Section 2. The operating fund shall consist of those funds collected from dues, page charges, subscriptions, back issues, registration and other such funds not specified as reserve or designated funds.

Section 3. The reserve fund shall include undesignated bequests, donations, gifts and other such property and funds as may be specified by the Executive Committee. Reserve funds shall be invested and shall be in the custody of the Executive Committee. The investments may be used to meet the necessary expenditures, but if not used during the year, it is to be left in the reserve fund. The reserve fund may be expended only upon the recommendation of the Executive Committee.

Section 4. The designated funds shall include bequests, donations, gifts and other such property and funds as may be specified by the donor.

Section 5. Said corporation is organized exclusively for educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 6. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, Board of Directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the

activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).

Section 7. Upon the dissolution of the corporation, the Board of Trustees (Board of Directors) shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

VII. DUES

Section 1. Dues shall be set by the Executive Committee subject to approval of the Society at a business meeting or by mail ballot. Dues cover one calendar year, and are payable prior to January 1 of that year.

Section 2. Persons who apply for membership before July 1 shall have their membership begin the preceding January 1; those applying at a later date shall have their membership begin the following January 1, unless the earlier date is requested.

Section 3. Dues are in arrears January 1 of a calendar year. Members in arrears will forfeit all Society privileges.

Section 4. Members have the right to resign. Resigned members may be reinstated through regular application procedures.

VIII. PUBLICATIONS

The Society shall issue a publication containing the transactions of its meetings and such other matters as may be of interest to entomologists. This publication shall be known as the *Florida Entomologist* and shall be issued at such intervals as may be determined by the Society or by the Publications Committee.

IX. AFFILIATES

Section 1. Affiliates may be established on a geographical basis for the purpose of holding meetings, presenting papers, conducting conferences, and stimulating interest in entomology.

Section 2. Membership in an Affiliate shall be restricted to members of the Society residing or stationed in the area covered by the Affiliate.

Section 3. The officers of each Affiliate shall be a Chairperson, a Vice-Chairperson, a Secretary-Treasurer, and a representative on the Executive Committee. They shall be elected annually by procedures to be adopted by the Affiliate.

Section 4. Affiliates may hold meetings or conferences at appropriate times and places. Affiliates shall not charge dues, but they may charge registration fees for those in attendance at meetings in an amount to be determined by the Affiliate. A charge may also be made for the proceedings, minutes, or records of Affiliate meetings.

Section 5. To become established, proposed Affiliates must formally petition the Society, be endorsed by the Executive Committee, and be approved by the Society. The petition must set forth the territorial limits of the proposed Affiliate and indicate clearly the particular purpose for which the Affiliate is to be formed; that an organized group of Society members desiring to form an Affiliate already exists; and that the establishment of the proposed Affiliate will be useful to the Society and to entomology.

Section 6. An Affiliate shall submit reports to the parent Society in order to maintain its status as an Affiliate. The frequency and details of this report shall be determined by the Executive Committee of the Society.

X. SOCIETY AFFILIATION

The Society may affiliate with other organizations in order to further the aims of the Society, upon recommendation of the Executive Committee and approval by vote of the membership.

XI. PARLIAMENTARY AUTHORITY

In matters of procedure not stipulated by the Articles of Incorporation or Bylaws, the authority followed shall be Robert's Rules of Order.

OFFICERS

PRESIDENT

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article II, Section 1. The President shall preside at the annual meeting of the Society, serve as Chairperson of the Executive Committee, and otherwise shall have and exercise such powers as are reasonably necessary to carry out these duties, including the filling of vacancies on standing committees and naming special committees. The President shall deliver an address at the annual meeting over which he presides.

GUIDELINES:

1. After assuming office, the President should appoint all Committee Chairs and, if possible, all Committee Members. It is suggested that the President work with each Committee Chair to formulate Committees in accordance with the constitution. Refer to last year's assignments. New committee assignments should be made by the December Executive Committee meeting of the year. Once Committee appointments are final, send a copy of Committee memberships to the Executive Committee and to the *Newsletter* Editor for publication of the December *Newsletter*. The Chairperson of the Program Committee is the President Elect. The Chairperson of the Local Arrangements Committee is the Vice President.
2. The President should coordinate activities with the Awards, Student Affairs, Membership, Public Relations, and especially Program and Local Arrangements Committees.
3. The President shall serve on the Pioneer Lecture Committee, and assist in the selection of the Pioneer Lecture Awardee and Lecturer. The President assists the Program Committee Chair in formulating the first morning's Pioneer Lecture Award session.
4. Coordinate and work on "fine-tuning" the details of the annual meeting with the Local Arrangements Chair and the Program Chair. A site visit is suggested for March or April. This visit should include the President, the Business Manager, and the Chairs of the Local Arrangements and Program Committees, where practical. Confirm time and reservations for the site visit with the Chair of the Local Arrangements Committee.
5. Assist the Business Manager with formulation of a tentative budget for the coming year (November-December).

6. Make sure awards plaques are ordered in coordination with the Business Manager and Chairperson of the Awards Committee.
7. Begin preparation of agenda for the Executive Committee Meetings, Preliminary Business Meeting, Awards Banquet, and Final Business Meeting.
8. Coordinate with the Local Arrangements Chair the seating arrangements for the head table during the Awards Banquet, and possibly a special VIP table in front of the dais. Prepare name place cards for these persons. Inform them by note included with the registration materials that they will be seated at the head table.
9. Arrange the Past-Presidents' Breakfast at the annual meeting in conjunction with the Local Arrangements and Program Chairmen.
10. Preside over the proceedings of the quarterly Executive Committee Meetings.
11. Notify members of the Executive Committee and all Committee Chairs regarding the time and location of the Executive Committee Meetings.
12. Preside at the Preliminary Business Meeting, the Awards Luncheon, and the Final Business Meeting of the Annual Meeting.
13. Turn over the gavel to the incoming President at the close of the final business meeting.
14. Write thank you letters to all Officers and Committee Chairs.

Florida Entomological Society Past Presidents

1916	J. R. Watson	1960	A. J. Rogers
1917	E. W. Berger	1961	L. Berner
1918	H. S. Davis	1962	W. C. Rhoades
1919	F. M. O'Byrne	1963	H. J. True
1920	G. B. Merrill	1964	G. W. Dekle
1921	J. R. Watson	1965	N. C. Hayslip
1922	F. Stirling	1966	J. R. King
1923	G. B. Merrill	1967	J. E. Brogdon
1924	G. B. Merrill	1968	L. A. Hetrick
1925	J. S. Rogers	1969	J. B. O'Neil
1926	J. Gray	1970	H. A. Denmark
1927	W. W. Yothers	1971	L. C. Kuitert
1928	E. D. Ball	1972	W. B. Gresham
1929	E. F. Grossman	1973	A. G. Selhime
1930	R. D. Dickey	1974	W. G. Genung
1931	C. F. Byers	1975	R. M. Baranowski
1932	A. N. Tissot	1976	H. V. Weems, Jr.
1933	P. Calhoun	1977	C. S. Lofgren
1934	?P. Calhoun?	1978	J. B. Taylor
1935	W. L. Thompson	1979	R. F. Brooks
1936	W. L. Thompson	1980	N. C. Leppla
1937	R. L. Miller	1981	E. C. Beck
1938	W. V. King	1982	W. L. Peters
1939	J. H. Montgomery	1983	A. C. White
1940	H. Spencer	1984	C. W. McCoy
1941	H. Hixon	1985	M. L. Wright, Jr.
1942	K. E. Bragdon	1986	D. H. Habeck
1943	T. H. Hubbell	1987	D. J. Schuster
1944	A. H. Madden	1988	J. L. Taylor
1945	A. C. Brown	1989	R. S. Patterson
1946	H. k. Wallace	1990	J. E. Eger, Jr.
1947	M. R. Osburn	1991	J. F. Price
1948	E. G. Kelsheimer	1992	J. L. Knapp
1949	M. C. Van Horn	1993	D. F. Williams
1950	J. A. Mulrennan	1994	J. E. Peña
1951	W. G. Bruce	1995	E. M. Thoms
1952	J. W. Wilson	1996	R. F. Mizell
1953	J. T. Griffiths	1997	D. G. Hall
1954	D. O. Wolfenbarger	1998	J. E. Funderburk
1955	F. G. Butcher	1999	J. M. Sivinski
1956	H. S. Mayeux	2000	L. G. Peterson
1957	M. Murphey, Jr.	2001	P. D. Greany
1958	I. H. Gilbert	2002	
1959	W. P. Hunter		

PAST PRESIDENT

GUIDELINES:

The Past-President is a full-voting member of the FES Executive Committee. In addition to attending Executive Committee Meetings and the Annual Business Meeting, the Past-President is automatically appointed as Chairman of the Nominations and Operating Guidelines Committees.

***SEE NOMINATING AND OPERATING GUIDELINES COMMITTEE
FOR ADDITIONAL GUIDELINES***

PRESIDENT-ELECT

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article II, Section 2. The President-Elect shall assume the duties of the President in the latter's absence. The Vice-President is next in line for President if neither the President nor President-Elect can fulfill the duties of the President. The President-Elect shall be the Chairperson of the program of the Annual Meeting; shall be an ex-official member of the Membership Committee; shall be in charge of all Sustaining Membership; fulfill specific duties as outlined by the President; develop projects that may be completed during his term of office.

GUIDELINES:

It is the President-Elect's responsibility to recommend a meeting site for the next annual meeting. Following past procedures, FES has met on the Atlantic coast of Florida during odd-numbered years and on the Gulf coast during even-numbered years. Contact 3 or 4 hotels to discuss what they have to offer. It would be wise to visit each site (they will likely provide a complimentary room for this visit, particularly if the visit is made after the tourist season is over). The Business Manager is typically our 'negotiator', so be sure to include her/him in these plans. A final selection should be made and presented to the Executive Committee at the May meeting in order to get approval to formally sign a contract and announce the site.

SEE PROGRAM COMMITTEE FOR ADDITIONAL GUIDELINES

Florida Entomological Society Past President-Elects

1983 C. W. McCoy
1984 M. L. Wright, Jr.
1985 D. H. Habeck
1986 D. J. Schuster
1987 J. L. Taylor
1988 R. S. Patterson
1989 J. E. Eger, Jr.
1990 J. F. Price
1991 J. L. Knapp
1992 D. F. Williams
1993 J. E. Peña
1994 E. M. Thoms
1995 R. F. Mizell
1996 E. R. Mitchell
1997 J. E. Funderburk
1998 J. M. Sivinski
1999 L. G. Peterson
2000 P. Greany
2001 J. L. Capinera
2002

VICE-PRESIDENT

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Section 3. The Vice President shall be the Assistant Chairperson of the program of the annual meeting.

GUIDELINES:

In addition to serving as Assistance Chairperson of the Program Committee for the Annual Meeting, the Vice-President will serve as Chairperson for the Local Arrangements Committee. Work closely with the President, Program Committee, Secretary and Business Manager to ensure a well-run meeting.

SEE LOCAL ARRANGEMENTS COMMITTEE FOR ADDITIONAL GUIDELINES

Florida Entomological Society Past Vice Presidents

1980 E. C. Beck
1981 W. L. Peters
1982 A. C. White
1983 M. L. Wright, Jr.
1984 J. A. Reinert
1985 D. J. Schuster
1986 J. L. Taylor
1987 R. S. Patterson
1988 J. E. Eger, Jr.
1989 J. F. Price
1990 J. A. Knapp
1991 D. F. Williams
1992 J. E. Peña
1993 E. M. Thoms
1994 J. A. Coffelt
1995 E. R. Mitchell
1996 D. G. Hall
1997 J. M. Sivinski
1998 L. G. Peterson
1999 P. D. Greany
2000 J. L. Capinera
2001 J. Howard Frank
2002

SECRETARY

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article II, Section 4. The Secretary shall make and preserve a record of the meetings of the Society and of the Executive Committee, submit a record of the Society's proceedings to the Editor for publication, and conduct general correspondence of the Society except as otherwise provided.

GUIDELINES:

1. Work with the new FES president to complete a list of members of the Executive Committee along with chairs and members of each standing and ad hoc committee.
2. The FES president will hold 4 or more Executive Committee meetings each year, the final meeting is held during the FES annual meeting. The FES secretary is responsible for sending meeting announcements to members of the Executive Committee and committee chairs. Funds for mailings can be arranged through the Business Manager. The secretary is also responsible for minutes of each meeting. The president usually prepares and hands out an agenda for each meeting. An example of minutes from an Executive Committee Meeting follows. Within the minutes, results are presented for the formal acceptance by the Executive Committee of previous minutes, of the Business Manager's Financial report, and of other matters requiring a vote. A quorum for an Executive Committee meeting is 5 or more Executive Committee members, not counting the Business Manager and Editor (these individuals are non-voting members of the Executive Committee). The secretary hands out copies of the minutes (with attached copies of any written reports and other pertinent documents) at the next meeting for review and approval. To ensure an accurate list of FES members attending each meeting, the secretary should pass around a sign-in sheet. A copy of the minutes from an Executive Committee meeting may be requested by the FES Newsletter Editor. Prior to the last Executive Committee meeting during a president's term, the secretary should review all minutes of prior meetings and bring all unfinished business items to the president's attention. The last Executive Committee meeting is held at the annual meeting site prior to the Annual FES Business Meeting.
3. Annual Business Meeting. FES holds an annual business meeting each year during the Annual FES Meeting. All members of the Society are encouraged to attend and participate. The secretary is responsible for taking a count of members present during this meeting. A quorum is constituted by 40 members in attendance. The meeting will open with a motion to accept the minutes from the previous Annual Meeting, which will have been published in the *Florida*

Entomologist. Most Standing and Ad Hoc Committees will present a report at the Annual Business meeting, usually this is the same report that the committee has presented at the final Executive Committee meeting. If a Necrologist has not been appointed, the secretary should read a list of deceased FES members at the Annual Meeting and ask for a minute of silence. The Secretary is responsible for maintaining minutes of the Annual Business Meeting and submitting these minutes for publication in the *Florida Entomologist*, as described below. It will be to the Secretary's advantage to obtain from each committee chair a copy of the report, as it should appear in the journal (a copy of the report on diskette in WordPerfect or as an ASCII file in addition to a hard copy of the report).

4. Edited Minutes of the Annual FES Business Meeting. The secretary is responsible for preparing minutes of the Annual Business Meeting for publication in the *Florida Entomologist*. Also, the secretary may need to help handle preparing any photographs of key note speakers, award winners, new FES president, etc., in a camera-ready form for publication in our journal to accompany the edited minutes. The secretary works with the Journal Editor on the final preparation of the edited minutes and photographs. For an example of the edited minutes, see minutes printed in past issues of *Florida Entomologist*. Pertinent components of the minutes include:
 - 1) Business Manager's Financial Report, July 1 through June 30, including
 - i. number of registrants at the annual meeting.
 - 2) Report of the Fiscal Committee.
 - 3) Report of the Program Committee, including the number of regular papers,
 - i. poster, symposia and workshops, and the number of student papers and
 - ii. posters. Name the Keynote Speaker(s).
 - 4) Report of the Honors and Awards Committee, including some or all of the following:
 - Entomologist of the year.
 - Annual Achievement Award for Research.
 - Annual Achievement Award for Extension.
 - Annual Achievement Award for Industry.
 - Annual Achievement Award for Teaching.
 - Achievement Award for a Collaborative Research Team.
 - Certificate(s) of Merit.
 - Certificate(s) of Appreciation.
 - Recognition of the out-going president.
 - Any other special awards.

5. Report of the Student Activities Committee, including the number and value of mini grants and scholarships, number of applications for these; travel grants awarded, winners of the student paper and poster contests along with the value of the awards.
6. Report of the Resolutions Committee.
7. Report of the Membership Committee, including the number of full, student, sustaining, honorary and emeritus members as of June 30.
8. Report of the Publications Committee, including the number of pages published in the previous year's volume of the Florida Entomologist.
9. Report of the Nominating Committee, including names of nominees and the individuals elected. A call needs to be made at the annual business meeting for additional nominations, and a motion then needs to be made to accept the list of nominees.
10. Report of the Meeting Site committee, including when and where the next annual meeting will be held.
11. Necrology Report.
12. Other committee reports as appropriate.
13. A list of current Honorary Members of the Society.
14. A list of Executive Committee meetings, dates and locations.

Prior to publishing the Edited Minutes, the Executive Committee should review and vote whether or not to accept the Edited Minutes as presented for publication in the Florida Entomologist. A statement that the Executive Committee accepted the minutes should be included with the Edited Minutes in the journal.

Executive Committee Minutes (example):

**Florida Entomology Society
Executive Committee Meeting
Dec. 4, 1997, 10:00 am
USDA, ARS Gainesville, FL**

Executive Committee Members in Attendance: Joe Funderburk, John Sivinski, Lance Peterson, David Hall, Mary Jo Hayes, Theresa DuChene, Rick Brenner, Phil Stansly, Chris Tipping, Andy Rasmussen, and John Petti.

Committee Chairs and FES Members in Attendance: Gary Leibee, Guangye Hu, Clay Scherer, Susan Webb, Nancy Epsky, Ellen Thoms, Joe Eger, Howard Frank, Richard Mankin, Pat Greany, Clay McCoy.

President's Opening Remarks: Meeting called to order by President Funderburk. No published agenda.

Business Manager's Report (Theresa DuChene) Theresa provided members in attendance with copies of a package including; a letter to the executive committee, the 1997 Income Statement, the 1997 General Ledger Trial Balance, a proposed budget for 1998, and a Statement of Revenue, Expenditures, and Changes in Fund Balance (attached). While student membership increased, declines in sustaining membership, regular membership, and subscriptions indicate the need to pursue new membership as membership is the only source of true income. Theresa reported hotel costs for the 1997 annual meeting exceeded 1996 hotel costs of \$8,000 by 3,888.58 and the total cost of 1997 annual meeting symposia to be \$4,732.64. Not including the waiver of some registration fees and other small items, a total meeting shortfall of \$8,621.22 was noted. Additional charges for events and items not clearly defined in the contract with the hotel were one source of excess costs. Joe Eger suggested that Theresa compile a list of costs for the various events based on past meetings and that the list should be used in contract negotiations for future meetings. President Funderburk invited discussion on the amount of money budgeted to student awards, scholarships, travel grants, and student activities. Elzie McCord reflected on the economic status of the student lifestyle and open discussion indicated that this was not an area where expenses should be cut. At President Funderburk's suggestion, Elzie McCord agreed to seek industry contributions to help pay for the student mixer at the 1998 annual meeting. Pat Greany suggested soliciting industry dollars in exchange for setting up exhibition booths at the annual meetings. David Hall pointed out that Ann Knapp saw negative sides to this practice in the past, possibly including hotel charges and or dislike for activities of this on the part of the hotel. Pat rebutted offering an example where he had personally arranged exhibitions for a different organization's meeting with no hotel resistance and raised a considerable sum of money. The subject of symposia was introduced several times throughout the meeting and identified as a source of excess spending. Joe Eger suggested that either the number of

symposia be limited or the maximum cost of each be limited accordingly. David Hall recommended the number of symposia be limited to four, symposium leaders be discouraged from spending the whole \$1,000 limit, and that a speaker's registration fee either not be waived or be paid out of the symposium's budget. Lance Peterson suggested symposium leaders approach the board for approval of cost. Theresa pointed out that many airline tickets are purchased at the last minute and speaker's should be encouraged to make reservations early to take advantage of lower fares. President Funderburk stated that "money needs to be spent wisely", "we need to bring things under control", and "\$1,000 per symposium is not guaranteed and must be approved by the board". Theresa acquired forms to file for tax exempt status and, after speaking to a tax attorney, reports an approximate filing fee of \$465 and possible problems with qualifying as a non-profit organization resulting from our investments. President Funderburk feels we need to further examine the relationship between costs and benefits to the society before determining if it is worthwhile to proceed with attaining tax exempt status. After asking Theresa to leave the room, President Funderburk opened discussion about salary for the business manager's position. David Hall proposed a 5% increase which would raise the position's annual salary to \$10,500. Joe Eger seconded the motion noting additional responsibilities related to setting up and maintaining data base information accessible through our web site and the vote was unanimous. President Funderburk moved to accept the proposed 1998 budget. David Hall seconded the motion, noting the need to revise the budget to include additional expenses for creating the web site, putting back issues of *Florida Entomologist* online, and an allowance of \$500 for web site maintenance. The vote was unanimous and Theresa is to present a revised 1998 budget at the next board meeting.

Committee Reports:

***Florida Entomologist* on World Wide Web** (Tom Walker) Author links service was proposed for the *Florida Entomologist* published on our WWW that would link the author of the publication to author designated web sites.

A search engine specific to the *Florida entomologist* web site would allow rapid, accurate searches of the *Florida Entomologist* online. Cost is between \$150 and \$235 depending on how it is bundled. Joe Funderburk moved to purchase the search engine; 2nd by John Sivinski; Passed Unanimously.

To get all past copies of the journal on-line, the society needs to have them scanned. Digital Imaging (www.jstore) would do it for \$12,000 if done in 1 batch and \$13,000 if done in parts. The library would provide free posting and maintenance. A three way split of the cost between the UF entomology department, IFAS, and FES means it would cost FES \$4,000 to accomplish this. Tom Walker offered to loan FES's the \$4,000 interest free until a CD matured, from which the society would repay the loan. Passed unanimously.

Membership (Clay Scherer) Need to redevelop the society's brochure; Committee agreed. We currently have about 500 copies on hand of the old brochure and will use these while the new brochure is developed.

Joe Knapp requests that the society send copies to Turkey.

Howard Frank brought to the committee's attention that we have had in the past, a

reciprocal journal exchange with Czechoslovakia Entomology Journal (now: Czech Republic Entomology Journal since 1990). The Czech journals have been maintained by the FDACS, DPI library in Gainesville. With the political unrest in 1995, the journals were returned to us and the subscription was canceled. The Czech's would like to reestablish the reciprocal exchange of journals. Passed unanimously.

Secretary's Report (Mary Jo Hayes) Offered minutes of executive committee meeting held on Sept 11, 1997 for review; Approved unanimously.

Mary Jo Hayes resigned from secretary due to conflict with professional work. John Petti was nominated and elected as interim secretary.

Computer & Public Relations Joint Report (Pat Greany) Introduced Adam from who presented a web-site development package for the committee's consideration. The package would include: standard pages, secured bulletin board system (BBS), online member application form, online meeting registration and information, online abstract submission, privacy secured member database with individual passwords, *Florida Entomologist* on-line in PDF format for both current and archived copies, a list serve with optional subscribe/un-subscribe which can include several special categories that link to the BBS. The web-site will be operational within 25 working days from the time when all necessary information has been provided. The cost is \$1,889 + \$150 (for search engine approved this meeting, see above) for a total quote of \$2,039.

Adam of Mark-One indicated that the proposed web-site can not be used with the University's system. It would overload the system and take too long to do searches. The web-site needs to be maintained by a NT server. Mark-One can provide that access for \$20-50/month. Web-site designed so that members can maintain it; Richard Mankin volunteered to act as Web-Master.

David Hall motioned to accept web-site proposal; John Sivinski 2nd the motion; Passed unanimously.

Caribbean Conference (Abe White) Howard Frank read letter from the Sociedad Venezolana de Entomologia (SVE) accepting the offer to hold joint meetings. Their meeting is planned for July 5-9, 1999, in Coro, Venezuela.

John Hepner asked that the Venezuelan Society of Lepidopterists (approx. 30 members) be included in the Caribbean conference. Committee agreed.

John Sivinski will work directly with the SVE to plan the meeting.

Abe White will go to Coro in January to investigate the hotels and logistics of holding the meeting there. John Sivinski and Theresa DuChene will go down to Coro to sign contracts and confirm the arrangements later in the year when air-fares are the lowest: Summer air rates drop to about \$300.

Student Affairs (report read) Six students received \$180 each to attend the ESA meeting.

Pioneer Lecture (Harold Denmark) The Pioneer Lecture will be presented by Laurence Mound. The lecture will honor Wilmond Newell.

Program (John Sivinski and Lance Peterson) John Sivinski introduced topics for symposia. The 1998 annual meeting will include one workshop on pest ant identification, a systematics symposium, and four FES sponsored symposia including; behavior ecology, technical transfer, area-wide pest management, and insects and education.

Lance Peterson recommended that we plan our annual meeting 2 yrs in advance. This would allow us to get the best possible rates.

Newsletter (Lois Wood & Nancy Epskie) - Lois raised the question of who pays the cost of printing and mailing the FES newsletter. Theresa stated that she has not received any bills or paid IFAS printing. President Funderburk instructed Lois and Theresa to find out who is bearing this cost and pay them before the bill becomes any larger. Joe Eger suggested postponing publication of the next newsletter until February or March.

Honors and Awards (Gary Leibee) Gary will be working on the first announcement, student award certificates, and the pioneer speaker award. Gary was commended by Joe Eger and President Funderburk for the great job his committee has done developing their operating guidelines.

Sustaining Membership (Elzie McCord Jr.) - Keith Griffith was not able to attend. President Funderburk introduced Elzie McCord as a new addition to the sustaining membership committee. Elzie McCord was not prepared to report on any new business and we look forward to a progress report at the next meeting. President Funderburk reviewed the objectives of the committee; maintain current membership, add new members, and raise money for the social.

Elzie McCord Jr. inquired as to who should come to the Executive Committee Meetings. President Funderburk responded saying all voting board members and committee chairs are to attend all meetings and other members are welcomed, especially for information purposes.

Operating Guidelines (Joe Eger) - FES guidelines are taking shape. A report was provided listing the status of the operating guidelines for each section (attached). Office positions and committees with "Nothing Yet" status are encouraged to put some effort into developing their guidelines because the first draft is expected to be finished and distributed this spring. Joe Eger is combining the guidelines of individual committees onto disc and will make copies available to those interested.

According to Joe Eger, Ellen Thoms has volunteered to coordinate revisions for the '98-'99 year. Beyond that time, Joe Eger recommended that the incoming president be responsible for overseeing revision of the FES Guidelines every year.

Inconsistencies between the Bylaws and how we currently do business are being discovered and should be passed along to the Executive committee for resolution. An example is three members on the student committee according to the Bylaws compared to four, which is the current standard. Open discussion indicated four as the preferred number of members.

Miscellaneous:

President Funderburk is to determine the value to FES and the library of reciprocal journal exchanges with two society that have contacted us.

Andy Rasmussen and Gary Leibee reported hearing rumors about restructuring the *Florida Entomologist* editorial staff. Open discussion indicated that although Richard Baranowski is in Thailand, he is doing his job and rumors are not true. Joe Eger suggested delays in reviewing submitted papers are likely to be the responsibility of associate editors.

**Next Meeting of the Executive Committee: May 7, 1997, in the conference room of the
USDA, ARS, CMAVE, Gainesville.**

Meeting Adjourned at 3:15 pm.

Submitted by: Mary Jo Hayes and John Petti, Secretary

January 16, 1998

Florida Entomological Society Past Secretaries

1980 F. W. Mead
1981 F. W. Mead
1982 F. W. Mead
1983 D. F. Williams
1984 D. F. Williams
1985 D. F. Williams
1986 E. R. Mitchell
1987 E. R. Mitchell
1988 E. R. Mitchell
1989 J. A. Coffelt
1990 J. A. Coffelt
1991 J. A. Coffelt
1992 D. G. Hall
1993 D. G. Hall
1994 D. G. Hall
1995 F. L. Petitt
1996 F. L. Petitt
1997 M. J. Hayes
1998 M. J. Hayes/J. Petti
1999 J. Petti
2000 J. Petti/S. Bloem
2001 S. Bloem
2002

BUSINESS MANAGER

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article II, Section 5. The Business Manager shall collect all moneys due, pay all bills incurred by the Society, act as Business Manager for publications, submit a report at each annual meeting and comply with all other duties of the position description established by the Executive Committee.

GUIDELINES:

Responsibilities

Bill, receive and acknowledge receipt of all membership dues (regular, student, sustaining and subscription), keep accurate/current membership lists, and provide address labels as the need arises (for the journal and other society mail-outs; computer utilization is encouraged; a post office box for FES mail and an Internet account for FES email, will be maintained for the Business Manager by the Society.

Maintain a ledger to keep a accurate account of all funds received for the Society.

Send new members a welcome card, and advise them as to when they should receive there first journal.

In March all unpaid members well be dropped from the current listing. A list of the members to be deleted is sent to the membership committee. (Supply the membership committee with the current price for membership).

Post all checks as they are received and deposit money received, pay all invoices and handle savings and investment accounts as directed by the executive committee, and rectify bank statements; the Business Manager will assist with the filing of State and Federal income tax forms and forms pertaining to the Society's status as a non-profit organization; the Society may agree to contracting outside consultants to assist the Business Manager in accomplishing some tasks.

In the first quarter of each year send the Tax Accountant the Financial statements for filing of the Federal Tax Return.

Send the Financial Committee monthly statements (Bank Statements & Investments information).

Keep an organized, accurate, up-to-date records of all financial transactions; submit a quarterly report at each executive committee meeting on receipts, disbursements and balances of the society general fund and for the Florida Entomologist.

Arrange for printing, as directed, of stationary, registration forms, programs, newsletter and other mail-out literature during the year.

In September send the invoice for the next years due to the members .The Society currently orders these forms from The Drawing Board, along with the envelopes to mail the forms (about 500 forms are needed). And purchase the stamps from the post office.

A disk with all the members mailing address will be to IFAS Mail Center in Gainesville (Honorary, Emeritus, Regular, Student Sustaining) 4 times a year. This disk is used for the mailing of the newsletter.

A current list of Sustaining member will be sent to E. O. Painter 4 times a year, to be printed in the journal.

A list of members will be shipped to E. O. Painter in the form of labels for the mailing of the journals. This mail out will be sorted by zip code.

Mail out back issues of journals as purchased and handle correspondence as directed. There will be 3 supplementary mail out for the new members or for the members who let their membership lapse.(May September November January).

File report for U.S. Postal Service for 2nd Class mailing of the journal.

In September the 2nd Class form Statement of Ownership, Management and Circulation will be filled out and mail to the post office. A copy of this form will be mail to E O Painter in September to be printed in the December issue.

Attend Executive Board meetings and present financial reports.

Submit a Trail Balance along with a Income Statement for the review of the committee. And explain any area the committee may need to be clarified.

Assist planning and attend annual meetings. For the annual meeting, provide advise on hotel contracts, prepare pre-registration packets including name-tags, make tickets as needed for banquet and luncheons, responsible for the decision on how many banquet tickets to guarantee, handle registration at registration desk during the meeting. In planning out-of-country annual meetings, i.e., the society's Caribbean Conferences, The Business Manager is encouraged to make a pre-meeting visit with members of the Executive Committee to make meeting arrangements.

Notify subscription companies of rates for each year's Florida Entomologist.

Currently the society responds to about 200 inquire for subscription orders.

Mail journals that have been returned and for late dues.

Make corrections to mailing address for returned journals and reship to the members, in the next supplementary mail out.

Reimbursements

The Business Manager will receive an annual salary agreed upon by the Executive Committee.

The Society will reimburse the Business Manager for

- Reasonable expenses incurred during pre-meeting trips made to make arrangements for annual meetings, including travel, room and board.
- Reasonable expenses incurred during annual meetings including travel, room and board.
- Other reimbursements requested by the Business Manager as deemed appropriate by the Executive Committee.

Florida Entomological Society Past Business Managers

1980 D. P. Wojcik
1981 D. P. Wojcik
1982 D. P. Wojcik
1983 D. P. Wojcik
1984 A. C. Knapp
1985 A. C. Knapp
1986 A. C. Knapp
1987 A. C. Knapp
1988 A. C. Knapp
1989 A. C. Knapp
1990 A. C. Knapp
1991 A. C. Knapp
1992 A. C. Knapp
1993 A. C. Knapp
1994 A. C. Knapp
1995 A. C. Knapp
1996 A. C. Knapp
1997 T. DuChene
1998 T. DuChene
1999 T. DuChene
2000 T. DuChene
2001 T. DuChene
2002

MEMBER-AT-LARGE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

None!

GUIDELINES:

Members-at-Large to the Executive Committee shall serve as liaisons between the Branch Membership and the Branch Executive Committee.

Keep current with Branch issues, and provide assistance to the President of SEB-ESA as you and/or the President deem appropriate.

Attend the Executive Committee Meetings at the beginning of the Annual Meeting and other meetings when called by the President.

Florida Entomological Society Past Members-At-Large

1981	J. L. Taylor	1992	J. H. Frank J. Hogsette
1982	D. C. Herzog J. L. Taylor	1993	J. Hogsette L. A. Wood
1983	D. C. Herzog J. L. Knapp	1994	L. A. Wood L. Bloomcamp
1984	J. L. Knapp R. W. Metz	1995	L. Bloomcamp H. McAuslane
1985	R. W. Metz R. C. Bullock	1996	H. McAuslane P. Stansly
1986	R. C. Bullock J. E. Eger, Jr.	1997	P. Stansly H. Browning
1987	J. E. Eger, Jr. L. S. Osborne	1998	P. Stansly L. Osborne
1988	L. S. Osborne C. Calkins	1999	L. Osborne J. Staviski
1989	C. Calkins F. Bennett	2000	J. Stavisky S. Webb
1990	F. Bennett J. E. Peña	2001	H. Oberlander R. Meagher
1991	J. E. Peña J. H. Frank	2002	R. Meagher

STUDENT MEMBERS OF THE EXECUTIVE COMMITTEE

GUIDELINES:

The Executive Committee shall contain 2 Student Members. The Student Members are to be appointed to one-year terms by the in-coming President. The students may be either undergraduate or graduate students, and the President is encouraged to appoint students from 2 different institutions. The Student Members shall have full voting rights and responsibilities, equal to the other members of the Executive Committee.

Student Members should serve as a conduit for information exchange and interaction between the Florida Entomological Society and students. Student awards, scholarships, grants and other benefits of Society membership should be publicized to ensure maximum participation and to encourage student membership in the Society. Likewise, concerns, ideas, etc. from students should be solicited and relayed to the Executive Committee.

Florida Entomological Society Past Student Members of the Executive Committee

- 1997 C. Scherer
M. Lanh
- 1998 C. Tipping
A. Rasmussen
- 1999 S. Joseph
C. Tipping
- 2000 M. Toapanta
K. Young
- 2001 I. Baez
K. Heggemeier
- 2002

EDITOR OF THE *FLORIDA ENTOMOLOGIST*

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article II, Section 6. The Editor of the *Florida Entomologist* shall serve as chairman of the Publications Committee, be knowledgeable of the editorial policies of the *Florida Entomologist*, work closely with the Associate Editors and authors in reviewing and selecting manuscripts for publication in the *Florida Entomologist*, and comply with all other duties of the position description established by the Executive Committee.

GUIDELINES:

The Editor of *Florida Entomologist* serves as a combination of managing editor, technical editor, and scientific editor, although scientific editing is largely done by the Associate Editors. The Editor is appointed by the Executive Committee for a period of four years. There is no limit to the number of years an Editor may serve. The Editor is compensated at a rate determined by the Executive Committee. The Editor is Chairman of the Publications Committee and is a non-voting member of the Executive Committee.

The Editor should be a person of sound judgment, tempered with imagination and intuition and a wide and sound knowledge of the disciplines within entomology. The Editor should be endowed with a firm command of language and a well controlled passion for accuracy. The Editor must exercise tact in dealing with authors, Associate Editors, printers, and the Executive Committee. The Editor must be able to cope with the numerous practical problems of getting typescripts and their electronic counterparts into print.

APPOINTMENT OF ASSOCIATE EDITORS: The Editor will determine the need for subject area specialists and appoint appropriate Associate Editors (subject to the approval of the Executive Committee). The Editor will provide guidance and support for these Associates, evaluate their performance, and act as arbiter of disputes between Associates and authors. Dismissal of an Associate Editor during a term of appointment will be subject to approval by the Executive Committee.

AIM AND SCOPE: The Editor is responsible for determining the suitability of subject matter within papers submitted to the journal. The scope of the journal should be developed through consultation with the Executive Committee and Associate Editors.

FORM AND STYLE OF THE JOURNAL: The Editor is responsible for developing and maintaining consistent form and style for the journal (see technical editing). These requirements are conveyed to authors through the "Instructions to Authors" and through other means developed by the Editor. Major changes in form or style should be brought to the attention of the Executive Committee.

TRACKING OF SUBMITTED PAPERS: The Editor will develop and maintain a system for efficient processing and progress chasing of manuscripts.

TECHNICAL EDITING: Technical editing includes checking that the form of each part of the manuscript matches the detailed requirements of the instructions to authors; that the nomenclature, abbreviations, units, and symbols follow internationally accepted systems; and that small capital letters, Greek, Cyrillic or other alphabets, italics and bold type, rank of headings, form of in-text citations and references cited, and a host of other typographical details are correct or marked clearly for the typesetter. It also includes seeing that all necessary parts of each manuscript and each journal issue are present, properly identified and assembled in the right order, and in the proper electronic medium and format for the printer.

COPY EDITING OF GALLEYS: The Editor is responsible for minimal copyediting. Accuracy within galleys is largely the responsibility of the authors. The Editor will copy edit the Table of Contents, FES-related matter, running heads, and article titles. The Editor will examine all corrections indicated by authors, determine if and how they should be made and develop a set of edited galleys that reflect these decisions. The Editor also marks the first mention of each figure and table to assist the printer in developing the page proofs. The Editor's marked galleys are conveyed to the printer. The Editor also determines whether corrections are the result of author errors or changes, editing mistakes (Editor errors), or printing/typesetting errors; these determinations are indicated to the printer so that appropriate billing can occur.

The Associate Editor for Résumés will copy edit the galleys of Spanish language abstracts, return them directly to the printer, and examine the final page proofs to assure accuracy. The Editor will monitor this process.

FINAL PAGE PROOFS: These are the proofs that resemble the final issue. The Editor is responsible for determining that corrections indicated on the galleys are accurate. The Editor makes a final check for accuracy of the "Table of Contents", running heads, and article titles. The Editor checks for continuity of text after the insertion of pagination, tables, and figures.

JOURNAL PRODUCTION: The Editor will assemble and convey to the printer all journal articles and other matter in a timely fashion to assure that production schedules are met. The Editor will closely monitor the activities of the printer and work with the printing firm to assure timely production of the journal.

JOURNAL FINANCES: The Editor will consult with the Business Manager and printer and will make annual recommendations to the Executive Committee regarding page charges and other matters relating to the finances of the Journal. The Editor will annually solicit a bid or bids for production of the journal and for billing and collecting charges to authors. This bid also will contain the proposed reprint charges. The Editor will present

bids and his/her recommendations to the Executive Committee at the last meeting of the calendar year (usually October).

Waivers of pages charges: It has been past practice for the Executive Committee to authorize the Editor to exercise his/her judgment in reducing or waiving page charges for authors that indicate a need. The annual amount of such waivers is determined by the Executive Committee and calculated in terms of the printer's charges to the Society, not page charges. The Society does not waive or reduce reprint charges, as these are a business transaction directly between the author and the printer.

OTHER JOURNAL-RELATED BUSINESS: In general, business-related functions are the responsibility of the Business Manager appointed by the Executive Committee. However, these functions will be facilitated by the Editor whenever appropriate. Usually, these relate to requests for permission to use material from the journal, matters related to the activities of abstracting agencies and agencies that catalog journals, and requests for journal exchanges.

SEE PUBLICATIONS COMMITTEE FOR ADDITIONAL GUIDELINES

Florida Entomological Society Past Editors of the *Florida Entomologist*

1917-1946	J. R. Watson
1946	G. B. Merrill
1947-1949	H. K. Wallace
1950-1963	L. Berner
1963-1966	T. J. Walker
1967-1978	S. H. Kerr
1978-1984	C. A. Musgrave-Sutherland
1984-1992	J. R. McLaughlin
1993-1995	C. S. Lofgren
1995-2001	R. M. Baranowski
2002	

STANDING COMMITTEES

PUBLICATIONS COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 2. The Publications Committee shall consist of the Editor and Associate Editors of the *Florida Entomologist*, and the Business Manager of the Society. Each will serve a three-year term except the Editor (two-year term). The Executive Committee shall appoint all members of this Committee. This Committee shall be entrusted with publications of the *Florida Entomologist*.

GUIDELINES:

The duties of the Editor of the *Florida Entomologist* are given in the guidelines for the editor. The duties of the Associate Editors are as follows:

Associate Editors are appointed by the Editor (subject to approval of the Executive Committee) for a term of two years. There is no limit to the number of terms that may be served. Associate Editors represent the disciplines covered by the journal. Ideally, they should know their subject in depth, but not be narrowly confined to one topic. The golden rule of Associate Editors should be to work with authors, not against them.

Associate Editors are the primary scientific editors for the journal. In all but extraordinary cases, they are the arbiters of papers assigned to them by the Editor. They will process each assigned manuscript in a timely fashion.

Associate Editors will critically read each assigned manuscript and seek appropriate reviews from peers. The main function of referees is to advise editors - not decide for them - whether papers are suitable for publication.

With the assistance of peer comments, Associate Editors dispassionately determine the scientific merit of each paper and assist authors with the clear, grammatical, and accurate presentation of scientific information. Each Associate Editor must exercise common sense in revising the language and structure of papers.

Secondarily, the Associate Editors assist the Editor in assuring that papers conform to a consistent form and Style.

Each Associate Editor is responsible for developing a system for tracking all assigned manuscripts and reporting their status to the Editor or authors when requested.

Associate Editors will forward to the Editor one printed copy of each manuscript recommended for acceptance, together with an identical copy on computer diskette. The Associates will retain, until it is published, one copy of each accepted manuscript and the associated peer reviews. The Editor is the final arbiter and also assigns papers to particular issues; therefore, he/she informs the author that the manuscript has been accepted.

Associate Editors will immediately inform the author and the Editor when they have rejected a paper. The letter to the author should be dispassionate and clearly state the reasons for rejection. Such letters should be gentle, firm, and instructional.

Associate Editors shall retain all peer reviews and other correspondence regarding a rejected manuscript for one year to facilitate an appeal. Copies of the peer reviews are not to be sent to the Editor unless requested.

An Associate Editor may conditionally reject a manuscript and instruct the author to resubmit a subsequent draft directly to him/her.

Each Associate will determine those resources needed to perform assigned duties and will seek approval from the Editor for Expenditures.

The abstracts for all articles are sent to the Associate Editor for Spanish language abstracts (Resumen) who will develop an accurate Spanish translation of each abstract. After consulting with the Editor, this Associate Editor will work directly with the printer in processing the galleys and final page proofs of the Resumen.

Papers for consideration as a symposium are submitted to the Editor through an organizer or convener. Symposium papers are processed through an assigned Associate Editor who will, after consultation with the Editor, develop a system for peer review and revision suitable to each symposium. This Associate is the arbiter of all papers and may selectively accept or reject articles within a symposium. It is expected that the Associate will work closely with the organizer or convener throughout this process. Symposium organizers are expected to provide any extraordinary support for the editing or processing of manuscripts.

The Associated Editor for Book Reviews will receive books and other matter from the Editor and also will solicit material for review. After consultation with the Editor, the Associate will set parameters for acceptable reviews. He/she will select appropriate reviewers and will edit the reviews obtained before forwarding them to the Editor.

Florida Entomological Society Past Publications Committees (Editors in Bold)

1980	C. A. Musgrave Sutherland J. E. Lloyd J. R. McLaughlin C. W. McCoy A. R. Soptonis H. V. Weems, Jr.	1986	J. R. McLaughlin A. Ali C. S. Barfield J. B. Heppner M. D. Hubbard O. Sosa, Jr. H. V. Weems, Jr. W. W. Wirth
1981	C. A. Musgrave Sutherland F. W. Howard J. E. Lloyd J. R. McLaughlin C. W. McCoy A. R. Soptonis H. V. Weems, Jr.	1987	J. R. McLaughlin A. Ali C. S. Barfield J. B. Heppner M. D. Hubbard O. Sosa, Jr. H. V. Weems, Jr. W. W. Wirth
1982	C. A. Musgrave Sutherland F. W. Howard J. E. Lloyd J. R. McLaughlin C. W. McCoy A. R. Soptonis H. V. Weems, Jr.	1988	J. R. McLaughlin A. Ali C. S. Barfield R. H. Cherry J. B. Heppner M. D. Hubbard L. S. Osborne O. Sosa, Jr. H. V. Weems, Jr. W. W. Wirth
1983	C. A. Musgrave Sutherland D. C. Herzog F. W. Howard M. D. Hubbard J. R. McLaughlin A. R. Soptonis H. V. Weems, Jr.	1989	J. R. McLaughlin A. Ali C. S. Barfield R. H. Cherry J. B. Heppner M. D. Hubbard L. S. Osborne J. Sivinski O. Sosa, Jr. H. V. Weems, Jr. W. W. Wirth
1984	C. A. Musgrave Sutherland J. Heppner D. C. Herzog F. W. Howard M. D. Hubbard J. R. McLaughlin H. V. Weems, Jr.	1990	J. R. McLaughlin A. Ali S. B. Bambara C. S. Barfield L. B. Bjosted J. H. Brower T. E. Burke R. H. Cherry J. H. Frank M. D. Hubbard S. K. Narang O. Sosa, Jr. M. G. Waldvogel H. V. Weems, Jr. R. M. Weseloh
1985	J. R. McLaughlin W. C. Adlerz A. Ali F. W. Howard M. D. Hubbard A. C. Knapp O. Sosa, Jr. H. V. Weems, Jr. W. W. Wirth		
1985	J. R. McLaughlin W. C. Adlerz A. Ali J. B. Heppner F. Howard M. D. Hubbard O. Sosa, Jr. H. V. Weems, Jr. W. W. Wirth		

- 1991 W. W. Wirth
J. R. McLaughlin
A. Ali
S. B. Bambara
C. S. Barfield
L. B. Bjosted
J. H. Brower
T. E. Burke
R. H. Cherry
J. H. Frank
M. D. Hubbard
S. K. Narang
O. Sosa, Jr.
M. G. Waldvogel
H. V. Weems, Jr.
R. M. Weseloh
W. W. Wirth
- 1992 **J. R. McLaughlin**
A. Ali
S. B. Bambara
C. S. Barfield
L. B. Bjosted
J. H. Brower
J. R. Brown
T. E. Burke
J. H. Frank
M. D. Hubbard
R. K. Jansson
S. K. Narang
J. E. Peña
M. G. Waldvogel
H. V. Weems, Jr.
R. M. Weseloh
W. W. Wirth
- 1993 **C. F. Lofgren**
A. Ali
S. B. Bambara
J. R. Brown
L. B. Bjosted
J. H. Brower
J. H. Frank
M. D. Hubbard
R. K. Jansson
S. K. Narang
J. E. Peña
R. M. Weseloh
G. J. Steck
W. W. Wirth
G. Zehnder
- 1994 **C. S. Lofgren**
A. Ali
S. B. Bambara
J. M. Brower
J. R. Brown
J. H. Frank
- M. F. Hennessey
F. W. Howard
M. D. Hubbard
R. K. Jansson
S. K. Narang
S. D. Porter
G. J. Steck
R. K. Vander Meer
R. M. Weseloh
G. S. Wheeler
W. W. Wirth
G. Zehnder
- 1995 **C. S. Lofgren**
A. Ali
S. B. Bambara
R. M. Baranowski
J. R. Brown
A. Castieneras
J. H. Frank
M. J. Hayes
M. F. Hennessey
M. D. Hubbard
R. K. Jansson
S. K. Narang
S. D. Porter
G. J. Steck
R. K. Vander Meer
R. M. Weseloh
G. S. Wheeler
G. Zehnder
- 1996 **C. S. Lofgren**
A. Ali
S. B. Bambara
R. M. Baranowski
J. R. Brown
A. Castieneras
J. H. Frank
M. F. Hennessey
M. D. Hubbard
R. K. Jansson
S. K. Narang
S. D. Porter
G. J. Steck
R. K. Vander Meer
R. M. Weseloh
G. S. Wheeler
G. Zehnder

1997 **R. M. Baranowski**

A. Ali
S. B. Bambara
A. C. Bartlett
J. R. Brown
J. H. Frank
G. J. Hallman
M. J. Hayes
M. K. Hennessey
M. D. Hubbard
R. K. Jansson
S. Narang
J. E. Peña
S. D. Porter
G. J. Steck
R. K. Vander Meer
R. M. Weseloh
G. S. Wheeler
G. W. Zehnder

1998 **R. M. Baranowski**

A. Ali
S. B. Bambara
A. C. Bartlett
J. R. Brown
J. H. Frank
G. J. Hallman
M. J. Hayes
M. K. Hennessey
M. D. Hubbard
R. K. Jansson
S. Narang
J. E. Peña
S. D. Porter
G. J. Steck
R. K. Vander Meer
R. M. Weseloh
G. S. Wheeler
G. W. Zehnder

1999 **R. M. Baranowski**

A. Ali
A. C. Bartlett
J. R. Brown
J. L. Capinera
A. Castineiras
J. Howard Frank
M. D. Hubbard
R. K. Jansson
G. J. Hallman
C. Morris
J. Sivinski

G. J. Steck
R. Vander Meer
R. M. Weseloh

2000 **R. M. Baranowski**

A. Ali
A. C. Bartlett
J. R. Brown
J. L. Capinera
A. Castineiras
J. Howard Frank
P. Greany
R. K. Jansson
G. J. Hallman
C. Morris
J. M. Sivinski
G. J. Steck
R. Vander Meer
R. M. Weseloh

2001 **R. M. Baranowski**

A. Ali
J. R. Brown
J. L. Capinera
A. Colls
J. Howard Frank
P. D. Greany
G. J. Hallman
F. W. Howard
R. K. Jansson
N. C. Leppla
C. M. Mannion
J. F. Price
J. M. Sivinski
G. J. Steck
R. K. Vander Meer
T. J. Walker
R. M. Weseloh

2002

PUBLIC RELATIONS COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 3. The Public Relations Committee shall consist of three members. Each will serve a three-year staggered term, one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This Committee shall handle such matters as publicity, education, and general public relations for the society. This committee shall work closely with the President in fulfilling those objectives, and where possible shall (1) provide representation at public hearings on matters which affect the interests of the profession; (2) keep informed on all public affairs affecting entomology, including legislation, and represent the Society in all such matters by offering advise and counsel to the State Government and to the public in these matters; and (3) promote activities designed to improve the status of professional entomology.

GUIDELINES:

The purpose is to promote the profession of entomology to members, nonmembers, and those interested in insects, other arthropods, and the science of entomology. The main objective is to publicize the meeting using various printed and visual media. This involves working closely with university communication specialists and various media personnel. Advanced new releases and announcements of the meetings, date and place in agricultural publications and trade journals are helpful reminders. Coverage and local radio broadcasts throughout the state are encouraged. University and commercial TV stations are invited to feature newsworthy presentations or events. A pressroom may be made available and speakers are encouraged to make newsworthy abstracts available.

The hotel is encouraged to welcome entomologists from Florida through its marquis bulletin board/displays, hospitality, and services.

The Public Relations Committee should identify and invite biologists with entomological interests from regional universities, colleges and community colleges. The involvement of the private sector should be encouraged where applicable. Finally, an oral and written report should be made an official part of the society's business. Follow-up coverage of award winners, announcements of next year's meeting, site and dates, and photographs, etc., should be confirmed. Suggestions for improvements in public relations are always welcomed.

Florida Entomological Society Past Public Relations Committees (Chairs in Bold)

1980	W. L. Peters R. W. Flowers A. R. Soptonis W. B. Tappan L. K. Wojcik	1991	J. R. Cassani T. Mueller F. Petitt
1981	R. W. Flowers J. E. Loyd M. L. Wright	1992	F. Petitt K. Hoelmer D. Wojcik
1982	R. W. Flowers J. E. Lloyd M. L. Wright J. R. Cassani W. T. Rowan	1993	?
1983	J. R. Cassani W. N. Dixon R. W. Flowers J. R. Geiger R. G. Haines J. E. Lloyd L. S. Osborne R. H. Rajapakse C. G. Witherington	1994	R. Gouger
1984	W. L. Peters R. W. Flowers W. N. Dixon J. R. Geiger R. G. Haines L. S. Osborne C. G. Witherington	1995	R. Gouger N. Epsky
1985	?	1996	J. E. Funderburk
1986	C. Witherington A. Koehler A. White	1997	R. Brenner J. Shapiro
1987	?	1998	R. Brenner N. Epsky
1988	?	1999	N. Epsky F. Oi D. Johanowski
1989	J. E. Peña J. R. Cassani F. Petitt	2000	N. Epsky F. Oi D. Johanowski
1990	J. E. Peña J. R. Cassani F. Petitt	2001	F. Oi D. Johanowicz
		2002	

PROGRAM COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 4. The Program Committee shall consist of at least three members, including the President-Elect and the Vice President. Each shall serve a one-year term. The Chairperson, President-Elect of the Society, will appoint the other members. This committee shall solicit and schedule speakers, compose and distribute a written program, and in conjunction with the Executive and Local Arrangements Committees coordinate all activities necessary for the annual meeting.

GUIDELINES:

The President-Elect serves as Chairperson of this committee and the Vice-President serves as Assistant Chairperson.

The President and Business Manger should be copied on correspondence concerning the meeting. The Business Manger should always be copied on correspondence involving financial commitments.

Suggested Time Table of Responsibilities:

August/September:

- 1) Chair: Obtain a copy of the contract with the hotel from the Business Manager and review the planned meeting space (See Description in Local Arrangements Section). The meeting arrangements agreed upon in this contract will be further developed with the help of the hotel's conference coordinator when you meet in the spring.
- 2) Chair: Obtain FES stationary and envelopes from the Business Manager. If stamps need to be purchased. be sure to get a receipt for reimbursement from the Business Manager.
- 3) Committee: The Founder's Lecture Committee will usually make a recommendation for this speaker and the topic. Nonetheless, the Program Committee has the liberty to arrange for their own Keynote speaker and topic.
- 4) Chair: If Program Committee selects a Keynote speaker, confirm in writing with the speaker the dates and location for the presentation, travel/meeting expenses FES that will cover, honorarium if offered. Copy Program Chair and FES Business Manager on this letter.
- 5) Committee: Begin soliciting symposium organizers through personal contacts.

- 6) Chair: Submit announcement for call for symposium/workshop organizers for Aug/Sept. issue of FES Newsletter (see appended example).

October:

- 1) Chair: Submit first call for papers, posters and symposia for the annual meeting to the FES Newsletter for the November/December issue (See appended example). Also send this information to the editor of Florida Entomologist. The call for papers should include pertinent information regarding what AV materials will be provided and that authors should request additional needs. State that confirmation of receipt of presentation will be sent to the first author. A deadline of around May 15 has usually been used for submitting titles for papers and posters.
- 2) Chair: Confirm budget for the annual meeting at the October Executive Committee meeting. The budget should include funding of keynote and invited speakers and awards for student presentations. In the past, each symposium organizer has been allocated \$1,000, but approval by the Executive Committee is required. **Do not commit funds to symposia chairs or speakers until Executive Committee approval is obtained.**

January:

- 1) Chair: Finalize selection of the Program Committee. Symposia organizers become automatic members of the committee. The Chair of the Sustaining Membership Committee (responsible for program advertisements) and Chair of Local Arrangements Committee (Vice-President) should be included on the Program Committee.
- 2) Chair: Finalize symposia. Send each organizer a letter outlining the budget, financial responsibilities, and deadline for submitting symposium outline, speaker names and abstracts (see appended example). Symposium deadline should be around May 1st or at least about 2 weeks earlier than submitted paper deadline.
- 3) Co-Chair: Make final determination of AV needs for the meeting and establish if FES will provide or rent. If FES provides, some planning will be needed to make sure that all equipment gets to the meeting site on time. Each meeting room should have a slide projector with an extra bulb for each projector, a timer, and a pointer. One or two slide projectors will be needed in the slide review room. Microphones, podiums, stands for AV equipment, extension cords, and screens are usually provided by the hotel either for free or for a nominal fee, but do not leave anything to chance. FES owns 2 laser pointers and 3 battery-powered timers, all maintained by the Business Manager.
- 4) Chair: Submit second call for papers and a meeting Registration form (See appended example) to editors of the FES Newsletter for the February/March issue. The registration form should be reviewed by the Business Manager. It may be necessary to list pre-

registration/additional fees for special workshop(s) on this registration form.

- 5) Chair: Determine a format for logging submitted paper and poster titles as they are received. Develop a format note or postcard to send to senior authors to confirm receipt of presentation request. Correspondence should indicate deadline for incorporating corrections into final program. Include FAX and phone numbers, as many of these will arrive by FAX. Email could be used.

March/April:

- 1) Co-Chair: Invite a local dignitary to give a welcome at the opening session of the meeting and invite this dignitary to breakfast on the first day of the meeting. Arrangements should be made with the Honors and Awards Committee to give a Certificate of Appreciation from FES to the dignitary. In addition to the local dignitary, a representative of the hotel should be invited to welcome FES at the opening session.
- 2) Chair: Select time, date and location for meeting of the Program Committee to finalize the program. This meeting should be about 10 days after the deadline for submitted papers. Send letters to Program Committee members to confirm date, time and location of the late-May Program Committee meeting to assemble the program.
- 3) Chair: Review hotel registration materials. The hotel registration form can be sent along with an FES meeting pre-registration form in one mailing with the May/June Newsletter (this is preferred because it saves money), or these materials can be mailed separately. All FES members must receive this information (the Business Manager maintains a list of all members and their addresses). Keep on hand some copies of the hotel and meeting registration forms, as requests are frequently made directly to Program Chair for the information. If any of this information is to be sent to potential attendees in the Caribbean/Central America areas, allow plenty of time to get addresses and make the mailings.

May:

Chair and Co-Chair: A site visit by the Local Arrangements Chair (Vice-President), Business Manager and Program Chair to the host hotel to meet with their convention coordinator is usually made at this time. Review the schedule and room setup and any and all other items that involve the host hotel (number of meeting rooms (usually 2 per day), site of registration desk, phone for registration desk, space for poster displays, slide review room, all food and beverages to be served at the social and the costs (have a backup room in case the social is planned for outdoors and weather turns poor), all food and beverages for the annual banquet including costs, beverages to be served at coffee breaks, number and times of coffee breaks, projector stands, extension cords, easels or stands and backboards for poster displays which should be similar in size to those used at ESA, easels for meeting room signs, etc., and all costs the hotel will charge FES). Establish that only the business manager and the Local

- 1) Arrangements Chair are cleared to sign for additional hotel charges. At the end of this meeting, the conference coordinator should agree to preparing a detailed list of all arrangements including cost of coffee breaks, banquet, social, equipment, etc. The Vice-President should work with the conference coordinator to finalize these arrangements in writing, which usually cannot be completely finalized until around early July.
- 2) Chair: Complete entry of all presentations into computer files. Send confirmation notices to presenters and symposia titles to respective organizers. Confirm with Pioneer Lecture Committee invited speaker for Opening Session.
- 3) Chair and Co-Chair: Meet with the Program Committee to organize the program. Each member should be provided a list of all submitted papers and symposia. Select two moderators for each submitted paper session. Symposia organizers are responsible for moderating their own sessions. Determine order of presentation for student competition by random selection. Each session should also have a projector monitor.
- 4) Chair: Confirm with Chair of Student Activities Committee that judges, judging procedures and moderators for the student competition have been determined.
- 5) Chair: Contact proposed session moderators by phone to confirm their availability.

June:

- 1) Chair: **First week** - Submit complete program (hard copy and one on diskette), advertisements and a list of sustaining members to the Web Master. New copies of advertisements are not needed if they desire to run the same ad as the previous year. Provide a few (ca 40-50) printed copies of the program for the meeting for those unable to download a copy from the web page, or that may be requested from you directly. Symposia organizers are responsible for providing their speakers with copies of the program.
- 2) Chair: **Third week** - Review and proofread the program as it is on the web page. E-mail the **entire program** to pre-selected program committee members to proofread. Return edited file copy to the Web Master as soon as you can.
- 3) Chair: After the Program is completed, apply to DACS for CEU's for the meeting.
- 4) Chair: Provide the hotel's Conference Coordinator a copy of the printed program.

July:

Chair: Proofread, compile and place on the web page. Copies of the abstracts may be handed out at the annual meeting. Usually, 25 copies will suffice. Make sure these get to the meeting.

August:

Revised April 2001

- 1) Chair: **One week prior to the meeting** - compile a list of any changes to the program, print 40-50 copies and take them to the meeting.
- 2) Chair: Make poster board signs for each meeting room, session, slide review room, special events, registration desk, poster exhibits, announcement board, 'thank you' lists, etc.
- 3) Chair: **During the meeting** -
Have copies of the list of changes to the program, abstracts, CEU forms, and sign-up lists for FES committees available at the registration desk.
Find out how to contact hotel staff in case of problems during the meeting.
Be available throughout the meetings to answer questions and to make sure things go smoothly.
Serve as back-up for Co-Chair on Local Arrangements Committee

Example: 1st Call for Symposium/Workshop Organizers for Annual Meeting in FES Newsletter:

The XXth annual meeting of the Florida Entomological Society will be held [dates] at [Location]. Any FES member who would like to organize a symposium or workshop for the annual meeting should phone, fax, or E-mail their suggestions to [Program Chair] by [date]. Participation by members is encouraged. Suggestions for handling associated meeting activities (i.e. media coverage, family activities, spouse events, etc.) are also welcomed. Chair can be contacted at:

[Program Chair Mailing Address]

[Phone]

[Fax]

[E-mail address]

Example: 1st Call for Papers for Annual Meeting in FES Newsletter:

_____ Oral Presentation
_____ Poster Session (4' x 4')
_____ Student Paper Contest

Return To:
[Program Chair Mailing Address]
[Phone]
[Fax]
[E-mail address]

DEADLINE DATE [15 MAY SUGGESTED]

Author Name(s): _____

Title of Paper: _____

Affiliation & Address of 1st Presenting Author:

Abstract: Must be provided. Do not use more than 75 words.

All submitted papers should be 8 minutes long with 2 minutes for discussion; 35 mm slide projectors for oral presentations and easels for posters are provided. Authors should request additional needs.

Confirmation of receipt of presentation will be sent to the 1st author

Example: Letter of Confirmation to Symposium Organizer

Dear [Symposia Organizer Name]:

Thank you for your willingness to organize a symposium on [Subject] for the upcoming annual meeting of the Florida Entomological Society, to be held [Dates] at [Location]. Per our previous discussion, please keep in mind the following responsibilities as a symposium organizer:

1. You should submit the symposium schedule (list of speakers, titles of presentations, and time allotted for each presentation) and abstracts of presentations to me by [Date; usually May 1, 2 weeks prior to submitted presentations].
2. Each symposium will have a budget of [\$xxx; usually \$1,000] to defray the travel and meeting costs for invited speakers. Please review the following guidelines. These guidelines are provided to you in an effort to avoid problems experienced with some reimbursements to symposia speakers at previous FES meetings:
 - a. If you want to waive the registration fee for an invited speaker, than the cost of registration (\$XX) must be deducted from the symposium budget of \$1000. As a rule of thumb, organizer's generally do not waive registration fees for members who would normally attend the meeting.
 - b. If you want to provide a hotel room to an invited speaker at no charge, the FES Business Manager must be provided with the speaker's name and the night(s) for the room to be charged to the master billing and contact the hotel to make a reservation for your speaker. The cost of (\$XX; include room, tax, maid fees) per night will be deducted from the symposium budget. Speakers will be responsible for incidental charges, such as phone calls and room service.
 - c. You have many options on how to reimburse a speaker for travel/meeting expenses. Nonetheless, you should establish a cap on the amount of money a speaker will be reimbursed for travel and meeting expenses, particularly when the speaker is making his/her own travel arrangements.
 - d. You should confirm in writing to the speaker the agreed upon reimbursement (funding, hotel room, registration waiver, etc.) and copy me and the FES Business Manager on this correspondence.
 - e. As Program Chair, I am responsible for managing the program budget. Please contact me if you require additional funding for you symposium. Conversely, do not spend your entire budget unless it is necessary to obtain participation from invited speakers.

Thank you again for your participation as a symposia organizer for the upcoming annual FES meeting. Your support of FES is greatly appreciated. Please call or E-mail me if you have any questions concerning meeting arrangements. I look forward to working with you on the program.

Sincerely,

[Chair Name]
[Mailing Address]
[E-mail Address]
[Phone number]
[Fax number]

Florida Entomological Society Past Program Committees

- | | | |
|-----------------------------|--|---|
| 1980 | E. C. Beck | R. M. Bennett
N. C. Leppla |
| 1981 | W. L. Peters
P. J. Hunt
J. E. Lloyd
R. H. Maltby
D. E. Short
C. G. Witherington | 1986 J. Taylor
L. Beasley
J. Frank
J. Nation
R. Sprenkel
D. Strong
D. Williams |
| 1982 | A. C. White
S. G. Breeland
D. L. Kensler, Jr.
J. E. Lloyd
R. P. Meyers
D. L. Shankland
C. P. Steinmetz | 1987 R. S. Patterson
R. Lipsey
A. Ali
L. Stange
E. McCoy |
| 1983 | M. L. Wright
C. W. Chellman
C. C. Childers
D. Dame
A. Knapp
J. E. Lloyd
W. L. Peters
A. G. Selhime
E. H. Tryon
T. J. Walker | 1988 J. E. Eger, Jr.

1989 J. F. Price
D. J. Schuster
J. E. Eger, Jr.
T. Aquilino
R. K. Jansson
J. H. Frank
H. L. Cromroy |
| 1984 | J. A. Reinert
E. A. Gordon
F. W. Howard
R. R. Johnson
J. E. Lloyd
L. E. McCoy
R. F. Mizell
H. N. Nigg
L. S. Osborne
K. M. Pettitt
J. E. Price
A. R. Sponis
C. Weems | 1990 J. L. Knapp
D. P. Wojcik
J. E. Peña
J. H. Frank
J. F. Price
W. H. Whitcomb
K. L. Andrews
C. S. Barfield
P. A. Stansly |
| 1985 (Caribbean Conference) | C. S. Barfield
D. J. Schuster
W. H. Whitcomb
S. H. Kerr
H. M. Nigg
J. E. Lloyd
J. F. Price
R. M. Baranowski
J. B. Kring | 1991 D. W. Williams
J. C. Allen
F. Bennett
R. J. Brenner
J. H. Frank
P. D. Greany
K. H. Griffith
D. H. Habeck
J. L. Knapp
F. W. Mead
J. E. Peña
S. D. Porter
D. J. Schuster
E. M. Thoms |

- 1992 **J. E. Peña**
D. W. Williams
B. Highland
K. Griffith
M. Nance
P. Stansly
K. Hoelmer
R. Scheffrahn
E. McCoy
H. Browning
H. Frank
D. H. Habeck
E. M. Thoms
D. Wojcik
L. Bloomcamp
- 1993 **E. M. Thoms**
K. Vail
M. Hayes
R. Patterson
C. Calkins
J. Frank
J. E. Peña
- 1994 **J. A. Coffelt**
D. Oi
P. Greany
E. R. Mitchell
J. Mink
E. M. Thoms
M. Hoy
J. H. Frank
- M. J. Hayes
M. Vathakes
- 1995 **R. F. Mizell, III**
E. R. Mitchell
E. M. Thoms
W. L. Wright, Jr.
R. Jansson
W. Klaussen
J. L. Knap
J. Tsai
W. Whitcomb
J. E. Funderburk
- 1996 **J. Sivinski**
- 1997 **J. E. Funderburk**
J. Sivinski
J. Seawright
- 1998 **J. Sivinski**
L. G. Peterson
- 1999 **L. G. Peterson**
J. Staviski
- 2000 **P. Greany**
- 2001 **J. L. Capinera**
- 2002 **J. H. Frank**

LOCAL ARRANGEMENTS COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 5. The Local Arrangements Committee shall consist of three members. Each will serve a one-year term. The Chairperson, after appointment by the President, will designate the other two members. This committee shall handle local publicity for the annual meeting, coordinate arrangements with the Business Manager for registration, assure that there will be adequate meeting and exhibit space, provide for a banquet and entertainment if such are to be held, and make other necessary detailed arrangements in cooperation with the Executive and Program Committees.

GUIDELINES:

Suggested Timetable for Responsibilities:

September:

- 1) Consider appointing committee NOW to assist with arrangements.
- 2) Chair (Vice President): Obtain a copy of the contract with the hotel from the FES Business Manager. Review the contract with the FES Business Manager and Program Chair (President Elect) to determine if the following were previously arrangements were specified in the contract:
 1. Conference Room Arrangements:

Room/Space Needed For:	When Needed	Occupancy	Set-Up/Location
Executive Committee Meeting	Afternoon prior to Opening Session	25	Conference Room (Round Table Seating)
Slide Review	Every day of meeting	3	Table and chairs; have used small Conference Rooms
Meeting Registration Area	Every day of meeting	N/A	Long table and chairs, telephone needed for in-house and incoming calls, power for equipment (computer), Optional: secure area to store registration materials (programs, name tags, etc.) overnight. Locate near Session Rooms.
Opening Session	Morning of 1 st day of paper presentations	150	Lecture style; Hotel provide podium, microphone, screen, projector stand, extension cord as minimum.
Concurrent Sessions (2 rooms)	Daily from close of Opening Session to end of meeting	75 per room	Lecture style; Hotel provide podium, microphone, screen, projector stand, extension cord as minimum.

1. Conference Room Arrangements (continued):

Room/Space Needed For:	When Needed	Occupancy	Set-Up/Location
Coffee Break Area	Mid-morning and mid-afternoon of paper presentation days	125	Table for setting up coffee (soft drinks in afternoon). Locate near Session Rooms in area to minimize traffic from non-meeting hotel guests.
Mixer	Evening of 1 st day of paper presentations	150	Tables for serving food, cash bar, tables and chairs to sit. Scenic location; around pool, garden atrium etc. For outdoor location, have indoor location as back-up in case of rain.
Posters	Usually 2 nd day of paper presentations	Room for 20 posters	Hotel provide easels for setting up posters, Located near coffee break area or concurrent session rooms
Workshop	Usually 2 nd day of paper presentations	50	Classroom style seating. Hotel provide podium, microphone, screen, projector stand, extension cord as minimum
Business Meeting	End of 1 st day of paper presentations, prior to the Awards Luncheon	75	Lecture style; Hotel provide podium, microphone, screen, projector stand, extension cord as minimum.
Awards Luncheon	Lunch of 2 nd day of paper presentations	130	Round table seating, Banquet tables for serving room. Hotel provides podium and microphone,

Optional: Room for spouse continental breakfast or special interest group meetings, if organized

3) Equipment Requirements:

- Projectors: One needed every day of meeting for slide review room. Additional two projectors needed daily during paper presentations for concurrent session. One additional projector may be needed for workshop. One projector required as backup. As hotel rates are very expensive for projectors, check with obtaining projectors from FES members. If members provide projectors, one spare bulb per projector and remote or extension for slide forward control is needed.
- Screens, podiums, microphones, power cords, projector stands as described in room set-up. Find out the cost, if any, for these items. If not specified in the contract, Business Manager and Local Arrangements Chair should negotiate to obtain these items at no extra charge, with the possible exception of projector screens which are not built into rooms.
- Easels for poster session and to hold signs outside of each paper session. Prepare signs for each day indicating activities in each room.

- Boards or easels for holding display posters must be arranged either through hotel or other source. Recommended size is 8x8 boards allowing two 4x4 Posters per side.
- Decide the need for LCD projectors and develop a policy on their use.

4) Food/Beverage requirements:

- Determine if beverages and food menus and prices determined for coffee breaks, mixer, Awards Banquet, and cash bar for mixer and banquet. If not, the Business Manager and Local Arrangements Chair will need to negotiate these.
- For the mixer, a predetermined amount of soft drinks, beer and wine should be available at no charge to registered mixer attendees, however, a cash bar may be necessary, depending on the hotel. The amount and type of appetizers will be dependent on sponsorship from sustaining members, the FES meeting budget, and hotel charges. At past meetings, hotels have donated keg of beer or band for mixer.
- For the Awards Luncheon, the meal should be buffet style with two concurrent serving lines. Generally the buffet includes a white meat, such as chicken or fish, and red meat, such as roast beef, vegetables including a vegetarian style entree (such as a meatless pasta or casserole), tossed salad, rolls, coffee and tea, and a dessert assortment (cake, pie, pastries, etc.).

5) Hotel Accommodations for Meeting Attendees:

- Room rates for single or double occupancy, room-type (e.g. two double beds per room), and pre-registration deadline should be specified in the contract. Determine if there are extra fees, such as daily maid charges, as standard charges at the hotel, which are not included in the contracted rates. Efforts should be made to obtain optimum rates for students rooming together.
- Contract should specify that a minimum of 70 rooms will be reserved for the FES meeting until the pre-registration deadline, and that hotel reservations received after the pre-registration deadline will be available at the conference rate if the rooms are available. The Business Manager and Local Arrangements Chair should negotiate these stipulations with the hotel if not specified in the contract.
- Determine if the contract specifies that the hotel will send out pre-registration brochure to FES members if FES provides mailing labels. If not, Local Arrangements Chair must provide the Program Chair (President-Elect) with the hotel pre-registration form for mailing to FES members of meeting registration

package to FES members (see Time Table for Program Committee). This form must also be posted on the web page and in the Newsletter.

- The contract may specify what hotel amenities, such as tennis courts, golf, beach and water equipment (canoes, cabanas, etc.), children's programs, are available at no charge or reduced fees to meeting participants. If not, Business Manager and Local Arrangements Chair can negotiate these options with the hotel.
- 6) Chair: Make arrangements with Business Manager to visit hotel to negotiate above items not specified in contract. Determine if Chair or Business Manager will contact hotel to arrange meeting (by January) with key hotel personnel (sales, banquet, AV equipment departments) responsible for coordinating FES meeting. After meeting, Chair should confirm that negotiated changes have written in letter by hotel or FES Business Manager.
 - 7) Chair: Obtain FES letterhead and envelopes from FES Business Manager.

March:

Committee: Prepare welcome memo for Program Chair to send to FES members with hotel and meeting registration forms which has map with driving directions to the hotel, transfer information from the airport, special tours/programs sponsored by the hotel/local attractions or other pertinent information which meeting attendees may need to know before arriving at hotel. This may be published in the newsletter or on the web site rather than via surface mail.

April:

- 1) Chair: Arrange May meeting at hotel with Business Manager and Program Chair to review meeting arrangements.
- 2) Chair: Contact hotel to arrange for hotel spokesperson to briefly address (5 minutes) meeting participants at Opening Session to welcome them and review hotel amenities available to them.
- 3) Chair: Contact local dignitary, such as mayor or city council member, to welcome meeting participants at the opening session. Send letter to local dignitary confirming their welcome at the Opening Session and invite them to breakfast at hotel before opening session. Confirm with Program Chair that hotel spokesperson and local dignitary will provide welcome at Opening Session. Contact Awards Chair to prepare certificate of appreciation for local dignitary (Optional).

May:

- 1) Committee: Research local restaurants and attractions to recommend to meeting attendees.
- 2) Chair: Visit hotel with Business Manager and Program Chair to confirm arrangements for meeting rooms, equipment, food/beverage requirements, and hotel accommodations for meeting attendees as previously discussed. Establish that only the business manager and the Local Arrangements Chair are cleared to sign for additional hotel charges. At the end of this meeting, the hotel conference coordinator should agree to preparing a detailed list of all arrangements including cost of coffee breaks, banquet, social, equipment, etc. The Chair of Local Arrangements should work with the conference coordinator to finalize these arrangements in writing, which usually cannot be completely finalized until around early July.

June:

Chair: FES owns 2 laser pointers and 3 battery-powered timers, the Business Manager usually stores these. Confirm with Business Manager availability of FES laser pointers and batteries and timers for meeting.

July:

- 1) Committee: Obtain brochures of local attractions to have a registration table for meeting attendees (Contact local Convention Bureau).
- 2) Chair or Committee Member volunteer designated by Chair: Prepare hand-out summarizing local restaurants and attractions at researched by the committee. Make 100 copies of hand-out to have available at registration table.
- 3) Chair: Confirm with Business Manager that Local Arrangements Committee Members attending FES meeting will have ribbons on name tags to ID them as Local Arrangements (Optional).

August (At Meeting):

- 1) Committee: Members should be visible and accessible at all times. More than one individual is needed for Local Arrangements on site. Problems do occur.
- 2) Chair: Assign each committee member specific responsibilities (someone should be available at each session, open and close the slide preview room, be accessible at the registration desk, etc.)
- 3) Chair: Have breakfast prior to Opening Session with invited local dignitary (Optional).

- 4) Committee: Members responsible for meeting rooms should arrive 15-20 minutes before the session begins to ensure the following:
- Equipment (projector, microphone, pointers and time clocks) are available and work.
 - Moderator shows up.
 - Person is assigned to operate lights and projector for speakers (Program Chair should have previously arranged with moderators this support person).

Florida Entomological Society Past Local Arrangements Committees (Chairs in Bold)

- 1980 **P. J. Hunt**
 J. T. Flavin
 J. P. Stewart
- 1981 **P. J. Hunt**
 C. J. Crozier
 J. P. Stewart
- 1982 D. M. Pomfret
- 1983 **R. W. Metz**
 R. M. Phillips
 D. R. Smith
- 1984 **F. L. Pettitt**
 R. C. Bullock
 C. R. Furqueron
- 1985-1995 ?
- 1996 **D. G. Hall**
- 1997 **J. M. Sivinski**
 T. Holler
- 1998 **L. G. Peterson**
 David Hall
- 1999 **P. Greany**
 L. G. Peterson
- 2000 **J. L. Capinera**
 P. Greany
- 2001 **J. H. Frank**
 J. L. Capinera
- 2002
 J. H. Frank

MEMBERSHIP COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 6. The Membership Committee shall consist of five members. Each will serve a five year staggered term, one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall actively search for and solicit new members for the society among professional workers, students, and amateurs in entomology.

GUIDELINES:

The Membership Committee is responsible for all phases of membership development, recruitment, and retention. The committee should be comprised of individuals from a variety of backgrounds in order to facilitate recruitment of new members. The Membership Committee will work closely with the Executive Committee to identify and target groups/organizations/industries which to solicit membership. Such groups would include, but not be limited to, other entomological societies, pest control associations, the Florida Mosquito Control Assn., environmental/conservation groups, universities and colleges, government organizations, and industry.

The Membership Committee shall be responsible for maintaining and periodically updating and/or enhancing the Florida Entomological Society Membership Application. The FES Membership Application shall be the primary recruitment tool and be widely distributed to all target groups on a periodic basis, preferably once a year. This application should also be made readily available to all members of the society to encourage distribution to non-members.

The Chair of the Membership Committee shall work closely with the FES Business Manager during the FES Annual Meeting to help record registration of members and non-members. A list of Annual Meeting attendees identified as non-members should be compiled and recorded. Individuals on this list should receive a letter of invitation to the FES along with a FES Membership Application soon after the Annual Meeting.

The Chair of the Membership Committee (or designee) should attend all FES Executive Committee meetings and report on appropriate matters.

The Chair of the Membership Committee should work with the Chair of the Awards Committee to maintain the list of ten Honorary Members of the FES and solicit nominations as the opportunity arises.

Florida Entomological Society Past Membership Committees (Chairs in Bold)

1980	G. R. Buckingham D. Boucias T. D. Center S. D. Dyby P. M. Grant		N. C. Hinkle R. K. Jansson L. S. Osborne
1981	G. R. Buckingham S. D. Dyby P. M. Grant D. J. Schuster M. L. Wright	1992	L. S. Osborne R. K. Jansson L. J. Gast J. Carpenter J. Hulbert
1982	D. J. Schuster M. L. Wright C. Adams J. Hearn R. Haack	1993	R. K. Jansson L. J. Gast J. Carpenter N. Hinkle M. L. Wright, Jr.
1983	W. Schroeder C. Adams W. Dixon P. Grant C. Morris	1994	L. J. Gast
1984	C. T. Adams W. N. Dixon P. M. Grant C. A. Morris W. J. Schroeder	1995	M. L. Wright, Jr. P. Koehler J. Carpenter T. Dobbs R. Schwalb B. Ryser D. Bieman
1986	W. Schroeder C. Chellman J. Epler D. Kline J. Nation G. Wheeler	1996	P. Koehler
1987	D. L. Kline C. W. Chellman J. L. Nation D. F. Williams M. L. Pescador	1997	P. Koehler R. Yokomi J. Carpenter T. Dobbs R. Schwalb B. Ryser D. Bieman
1988		1998	P. Koehler C. Scherer J. Carpenter Tadd Dobbs B. Ryser
1989	J. L. Nation A. D. Gettman L. S. Osborne M. L. Pescador R. H. Scheffrahn D. F. Williams	1999	C. Scherer F. Oi J. Zinger T. Weissling
1990	M. L. Pescador L. S. Osborne R. H. Scheffrahn L. J. Gast N. C. Hinkle R. K. Jansson	2000	F. Oi J. Zinger T. Weissling
1991	R. H. Scheffrahn J. E. Carpenter L. J. Gast	2001	P. Koehler F. Oi J. Zinger T. Weissling
		2002	

HONORS AND AWARDS COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 7. The Honors and Awards Committee shall consist of three members. Each will serve a three-year staggered term, one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall examine and evaluate candidates for honors, and present appropriate awards to entomologists who make outstanding contributions to science and to the public. The committee need not necessarily honor any individual or organization yearly.

GUIDELINES:

- 1) The principal charge of the Honors and Awards Committee is to seek nominations and evaluate nominees for awards in the following categories:
 1. Entomologist-of-the-Year
 2. Annual Achievement Award for Teaching in Higher Education
 3. Annual Achievement Award for Teaching in K-12
 4. Annual Achievement Award for Research
 5. Annual Achievement Award for Extension
 6. Annual Achievement Award for Industry
 7. Special Achievement Awards for Research Teams, Laboratories, or Agencies, etc.

- 2) The Honors and Awards Committee prepares the plaques for:
 1. The previously described awards.
 2. Presidential Recognition Awards for individuals recognized by the President of the Society.
 3. The outgoing President.

- 3) The Committee also prepares the following certificates:
 1. In appreciation or achievement recognizing special and/or outstanding service to the Society or public service relating to entomology.
 2. For the State Science Fair Students receiving the FES Special Award in Entomology.
 3. For the Pioneer Lecture Honoree(s), in cooperation with the Pioneer Lecture Honoree Committee

- 4) The Chair of the Honors and Awards Committee presents the above plaques and certificates during the awards banquet at the annual meeting of the Society.

- 5) The Honors and Awards Committee also seeks nominations for Honorary Membership when needed. New Honorary Memberships are recognized at the banquet, however, no plaque or certificate is presented.

Suggested Timetable for Responsibilities:

December-January:

Chair: Confer with Editor of the FES Newsletter and provide the first call for nominations (See appended example) by deadline for the February-March edition. Deadline for nominations should be June 15. This deadline date accommodates the pre-registration and hotel reservation deadlines for the convenience of the award winners who were not planning to attend, or those who generally would not attend the FES meeting.

1. It is strongly recommended that nominations by mail include a self-addressed, stamped return postcard (See appended example).
2. Nominations sent by e-mail or fax be followed up appropriately by the nominator to insure that the Committee received the nomination.

March-April:

Chair: Confer with Editor of the FES Newsletter and provide the second call for nominations (See appended example) by deadline for the May-June edition. Deadline for nominations should be June 15.

May:

- 1) Chair or committee member volunteer designated by Chair: It has been customary to carry forward to the following year the nominations of worthy individuals who did not receive an award. Therefore, contact nominators of these individuals and ask them if they wish their last year's nominee to be considered again, and would they like to provide additional documentation.
- 2) Chair or committee member volunteer designated by Chair: Since the FES Newsletter reaches mostly FES Members, it may be helpful to remind department heads of various Federal and State organizations of the opportunity to nominate worthy individuals.

June:

- 1) The suggested deadline for receiving nominations is June 15.
- 2) Chair: Make copies of award nominations to distribute to committee members. Establish judging method prior to mailing nominations. Generally, judges have ranked nominations from 1 to N with 1 being the top nominee per category. The

committee chair adds the rankings and the nominee per category with the lowest total score is the winner. Ties and other issues are resolved by the chair.

- 3) Chair: Inform winners of Entomologist-of-the-Year; Annual Achievement Award for Teaching in Higher Education; Annual Achievement Award for Teaching in K-12; Annual Achievement Award for Research; Annual Achievement Award for Extension; Annual Achievement Award for Industry; Special Achievement Awards for Research Teams, Laboratories, or Agencies, etc.; and Presidential Recognition Awards that they are to be presented an award at the meeting (See appended example). **Do not specify which award they have won.** Do this as early as possible (by **June 30**) for the convenience of those who were not planning to attend, or those who generally would not attend the FES meeting, such as K-12 teachers.

July:

- 1) Chair: Have plaques and certificates prepared.
 1. Check with previous Committee Chair as to suggestions of where, when, and how to prepare plaques and certificates.
 2. Suggested dimensions for plaques are:
 10" X 12" for Entomologist-of-the-Year
 8" X 10" for Presidential Recognition Awards and Past President (it has become customary for the Past President's plaque to have a gavel attached to it)
 7" X 9" for Annual Achievement Awards for Teaching in Higher Education, Teaching in K-12, Research, Extension, Industry, and Research Teams, Laboratories, or Agencies, etc. (one for each team member).
 3. Prepare the Pioneer Lecture Certificates. The Pioneer Lecturer Honoree Certificate is 18" X 22" (landscape) and done with calligraphy on matte (parchment-like) paper, framed with glass (no matting). The Committee will have to engage the services of a calligrapher to produce this certificate. The wording for this certificate is provided by the Pioneer Lecturer Honoree Committee. A simple frame (shiny black metal) without matting was used in 1997. This certificate has to be framed at a framing shop. **Allow at least three weeks to complete this certificate** (See appended example).
 4. Certificates of achievement and appreciation are all 8.5" x 11" and can be presented in a certificate folder. Certificates can be produced "in house" with word processing software and printed on certificate paper. Logos can be applied to certificate paper with a laser printer (See appended examples).
- 2) Chair: Prepare narratives for awards presentations at FES annual meeting in August. Narratives can be prepared from nomination materials, etc. Work out final details, such as order of presentation, with President and Past President.
- 3) Chair: Confer with President to provide banquet tickets, complimentary registration, or other expenses to nonmembers of FES who have received awards.

4) **August-September:**

- 1) FES Annual Meeting in August.
- 2) Chair: Prepare Committee report for and present to Secretary of the Society for inclusion in the minutes of the Society.
- 3) Chair: Prepare a summary of awards and certificates presented at the FES Annual Meeting for the August-September FES Newsletter. Confer with Editor for deadline.

Example: Call for Nominations for Honors and Awards

The Honors and Awards Committee needs your assistance in identifying and nominating entomologists for the following awards:

- 1) Entomologist-of-the-Year
- 2) Annual Achievement Award for Teaching in Higher Education
- 3) Annual Achievement Award for Teaching in K-12
- 4) Annual Achievement Award for Research
- 5) Annual Achievement Award for Extension
- 6) Annual Achievement Award for Industry
- 7) Special Achievement Awards for Research Teams, Laboratories, or Agencies, etc.
- 8) Certificates of Appreciation for Special Service to the Society.
- 9) Honorary Membership.

I (name: _____ address: _____ phone: _____)
 would like to nominate _____ (address:
 _____ phone: _____) (Note: Include names and
 addresses of all nominees if more than one).
 for this honor or award (***CIRCLE ABOVE***).

To nominate an individual or group, please provide the Committee with:

- 1) Description of present employment including position.
- 2) Specific contributions to the profession of entomology, science, the community, or the FES.

Nominations may be mailed (provide stamped, self-addressed confirmation postcard), E-mailed or FAX'd (follow up to insure your nomination was received) to:

Name [Chair, Honors and Awards Committee]
 Mailing Address
 E-mail Address
 Fax and Phone numbers

DEADLINE FOR SUBMITTING NOMINATIONS IS JUNE 15

Example: Letter to Award Recipient:

Date

Mr. Hister B. Eetle
44 SW Mosquito Dr
Gainesville, FL 32608

Dear Mr. Eetle,

As Chairman of the Honors and Awards Committee for the Florida Entomological Society, I am pleased to inform you that you are the recipient of an award to be presented at the ##th Annual Meeting of the Florida Entomological Society to be held at the Big Beehive Hotel in No-see-ums Beach, FL, August #-#, 199#. The honor of your presence at the Awards Ceremony (Banquet), Royal Jelly Room, 6-8 PM, August # is requested. **(Provide additional information if necessary, such as expenses that the Society might cover relative to Banquet tickets, etc. for nonmembers that have received awards [confer with President]).** If you cannot be present, I will see that you receive your award.

Sincerely,

Chair, Honors and Awards Committee

Florida Entomological Society Past Honors and Awards Committees (Chairs in Bold)

1980	E. A. Moherrek R. I. Sailer A. C. Selhime		D. J. Schuster S. E. Webb
1981	R. F. Brooks D. J. Schuster D. F. Williams	1992	S. E. Webb L. Lemke J. Coffelt P. Koehler
1982	D. F. Williams C. S. Lofgren D. J. Schuster	1993	L. A. Lemke J. Coffelt P. Koehler R. Brenner
1983	D. J. Schuster C. S. Lofgren V. H. Waddill	1994	R. J. Brenner R. K. Sprenkel P. Koehler D. Wojcik
1984	C. L. Lofgren R. Brown V. H. Waddill	1995	R. K. Sprenkel D. Wojcik J. Carpenter
1985	V. H. Waddill D. Dame J. Kring	1996	R. K. Sprenkel
1986	J. Kring D. Dame J. Knapp	1997	G. Leibee F. W. Howard F. A. Johnson
1987	D. Dame J. L. Knapp D. P. Wojcik	1998	G. Leibee F. W. Howard F. A. Johnson
1988	J. L. Knapp R. F. Mizell D. P. Wojcik	1999	G. Leibee W. L. Meyer F. W. Howard F. A. Johnson
1989	D. P. Wojcik R. F. Mizell L. S. Wood	2000	G. Leibee W. L. Meyer F. W. Howard F. A. Johnson
1990	R. F. Mizell L. S. Wood D. J. Schuster	2001	K. Bloem S. Reitz
1991	L. A. Wood		

Florida Entomological Society Past Entomologist of the Year Award Winners

1980	J. E. Brogden	1993	D. J. Schuster
1981	J. E. Brogden	1994	E. S. Delfosse
	F. W. Mead	1995	J. E. Peña
1984	H. V. Weems, Jr.	1996	F. R. Mizell
1985	J. A. Reinert	1997	E. R. Mitchell
1986	D. L. Shankland	1998	J. L. Capinera
1989	J. B. Kring	1999	D. F. Williams
1990	F. A. Johnson	2000	L. P. Laounibos
1992	R. S. Patterson	2001	

Florida Entomological Society Past Special Award Winners

1982 (Research Team)	C. Poucher	R. Mizell
	R. King	P Anderson
	G. Johnson	B. Brodbeck
1983	W. G. Genung	1997 (Research Team)
1985	C. Poucher	M. A. Hoy
1987 (Research Team)	R. J. Brenner	R. Nguyen
	P. G. Koehler	1998 (Research Team)
	R. S. Patterson	M. v.d. Vrie
1991 (Research Team)	J. Lewis	J. F. Price
	J. Tumlinson	G. C. DeCou
	J. Turlings	1999 (Research Team)
1992 (Research Team)	N.-Y. Su	T. R. Fasulo
	R. H. Scheffrahn	P. G. Koehler
1993 (Research Team)	P. Greany	C. W. Scherer
	R. McDonald	2000 (Research Team)
	W. Schroeder	L. P. Lounibos
	P. Shaw	G. F. O'Meara
1994 (Research Team)		M. A. H. Braks
		S. A. Juliano
		L. E. Munstermann
		J. Birungi
		R. Lourenco-de-Oliveira
		2001

Florida Entomological Society Past Recipients of the Annual Achievement Award in Industry

1982	J. B. Taylor	1996	J. E. Eger, Jr.
1983	J. B. O'Neil	1997	D. Remick
1984	J. P. Flavin	1998	J. B. Pratt
1987	G. Kirchoff	1999	C. H. Mathews
1990	E. M. Thoms	2000	none
1992	E. J. Beidler	2001	
1993	D. G. Hall		

Florida Entomological Society Past Recipients of the Annual Achievement Award in Extension

1985	F. A. Johnson	1995	P. Stansly
1986	R. K. Sprenkel	1997	J. L. Knapp
1988	H. L. Cromroy	1998	J. L. Capinera
1989	P. G. Koehler	1999	P. A. Stansly
1992	D. E. Short	2000	J. T. Zenger
1993	M. T. Sanford	2001	
1994	C. Morris		

Florida Entomological Society Past Recipients of the Annual Achievement Award in Teaching

1982	S. H. Kerr	1995	J. E. Lloyd
1983	W. L. Peters	1996	F. W. Howard
1984	T. J. Walker	1997	J. F. Butler
1985	J. L. Nation	1998	P.M. Choate
1986	J. R. Strayer	1999	M. A. Hoy
1989	F. Slansky, Jr.	2000	J. T. Zenger
1990	D. W. Hall	2001	
1991	C. S. Barfield		

Florida Entomological Society Past Recipients of the Annual Achievement Award in Teaching (K-12)

1994	S. C. Crandall
1995	Z. Greathouse
1996	L. P. Bridgewater
1997	L. Glanville
1998	V. Crisp
1999	C. Cranford
2000	K. B. Higgins
2001	

Florida Entomological Society Past Recipients of the Annual Achievement Award in Research

1982	H. A. Denmark	1992	J. F. Day
1983	W. H. Whitcomb	1993	J. E. Carpenter
1984	R. S. Patterson	1994	R. Giblin-Davis
1985	C. S. Lofgren	1996	R. Yakomi
1986	B. R. Wiseman	1997	D. F. Williams
1987	J. F. Price	1998	D. Borovsky
1988	D. A. Dame	1999	J. P. Shapiro
1989	D. J. Schuster	2000	R. M. Baranowski
1990	D. G. Boucias	2001	
1991	P. G. Koehler		

**Florida Entomological Society Past Recipients of Certificates of
Appreciation/Merit/Presidential Recognition**

1982	C. A. Musgrave Sutherland F. W. Mead D. P. Wojcik D. M. Pomfret		H. G. Hall P. Stansly R. Coler J. B. Kring J. A. Coffelt
1983	J. E. Lloyd R. W. Metz	1992	F. Oi L. H. Chang M. van de Vrie R. Boender M. G. Waldvogel P. D. Greany C. S. Barfield
1984	C. A. Musgrave Sutherland F. Pettitt L. Berner D. E. Weidhaas E. C. Beck		
1985	D. J. Schuster C. S. Barfield D. F. Williams B. R. Wiseman R. I. Sailer	1993	O. Sosa, Jr. J. R. McLaughlin J. Cassani
1986	F. W. Mead J. C. Webb	1994	J. A. Coffelt D. H. Oi G. F. O'Meara D. G. Hall J. H. Frank
1987	C. A. Bennett		
1988	E. M. Thoms E. R. Mitchell A. C. Knapp J. R. McLaughlin	1996	F. Pettitt C. Lofgren A. C. Knapp S. Bambara S. Narang G. Zehnder J. E. Eger G. Leibee M. L. Kok-Yakomi
1989	M. Buckingham S. P. Whitney F. D. Bennett A. Ali C. S. Barfield R. H. Cherry W. W. Wirth M. L. Wright, Jr. J. B. Heppner M. D. Hubbard L. S. Osborne J. Sivinski O. Sosa, Jr. H. V. Weems, Jr. M. R. Martin	1997	T. J. Walker R. H. Scheffrahn D. G. Hall M. L. Kok-Yokomi G. L. Leibee C. Scherer L. Wood N. Epsky A. C. Bartlett M. K. Hennessey J. E. Funderburk J. M. Sivinski A. R. Zeiler V. Buckles
1990	D. F. Williams J. E. Peña J. L. Knapp		
1991	F. W. Mead	1998	P. Greany T. J. Walker

	E. M. Thoms		
	J. E. Eger	2000	R. W. Mankin
	C. W. McCoy, Jr.		J. M. Petti
	M. L. Kok-Yokomi		R. M. Baranowski
	A. K. Rasmussen		G. L. Leibee
	C. Tipping		N. D. Epsky
	L. A. Wood		R. Meagher
	N. D. Epsky		L. A. Wood
	J. L. Knapp		N. D. Epsky
	J. M. Sivinski		R. E. Woodruff
	L. G. Peterson		P. D. Greany
	G. Hu		J. L. Capinera
	M. J. Hayes		C. Reccinella
	J. M. Petti		S. Hippalgaonkar
	J. E. Funderburk		J. Head
1999	N. D. Epsky	2001	
	L. A. Wood		
	D. G. Hall		
	R. W. Mankin		
	A. Pantoja		
	T. DuChene		
	P. A. Wilson		
	L. B. O'Brien		
	A. Wheeler		
	M. D. Hubbard		
	D. H. Vickers		
	G. L. Leibee		
	L. G. Peterson		
	P. D. Greany		
	E. L. McCord		
	J. M. Petti		
	C. W. Scherer		
	P. G. Koehler		
	A. White		
	N. C. Leppla		

NOMINATING COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 8. The Nominating Committee shall consist of three members. The Chairperson, Past-President of the Society, will appoint the other two members. All will serve for one year. This committee shall prepare a list of candidates comprising one nominee for each elective office for presentation to the membership at the annual meeting. The committee shall secure the consent of each candidate before presentation. Candidates also may be nominated from the floor at the annual meeting.

GUIDELINES:

The Past-President is charged with presenting to the Society a list of candidates for the offices of Vice-President, Secretary, and Member-At-Large. Historically, the Secretary has been a 3-year position while the Member-At-Large position is a two-year position. Therefore, during some years the Past-President may need to submit nominations for each of the three positions, but during most years nominations will be needed for only two of these positions (i.e., Vice-President and Member-At-Large). In obtaining nominees, a 'call-for-nominations' is usually run in the FES Newsletter. It is the Past-President's responsibility to obtain permission from candidate nominees before officially nominating them. The Past-President runs the election using a ballot in the May/June Newsletter. Work with the Newsletter Editor to have the ballot included in this Newsletter. These ballots are returned to the Past-President, who tallies the votes. The winners of each election are announced by the Past-President at the Annual Business Meeting.

EXAMPLE OF CALL FOR NOMINATIONS RUN IN JANUARY AND MARCH FES
NEWSLETTER

CALL FOR NOMINATIONS

The FES Nominations Committee invites you to nominate individuals for the following
1998-99 Executive Committee offices:

Vice-President _____

Member-at-Large _____

The Nominations Committee will put together a final nominations list (two nominations
per office). An election ballot will be printed in the June Newsletter. Winners will be
announced at the August Business Meeting.

Please email your nominations (feel free to nominate yourself) to xxxxxxxxxxxx

Or mail them to : Your name and address.

EXAMPLE OF LETTER SENT NOMINEES PRIOR TO FES ELECTION

April 2, 1998

Dr. Patrick D. Greany
1700 SW 23rd Dr.
Gainesville, FL 32608

Dear Pat:

Thank you for agreeing to run for the office of Vice-President, Florida Entomological Society. As you know, this is a step-up position leading to the offices of President-Elect, President and then Past-President. FES will be send out election ballots in the June FES Newsletter, members will fill out the ballots and return them to me. Election winners will be announced at the August Annual Meeting at Sanibel during the Annual Business Meeting. Good luck. You are an excellent choice for the office.

Best regards,

David G. Hall

EXAMPLE OF BALLOT TO RUN IN APRIL/JUNE FES NEWSLETTER

**FLORIDA ENTOMOLOGICAL SOCIETY
2001 ELECTION BALLOT**

President

_____ John Capinera

President-Elect

_____ J. Howard Frank

Vice-President

_____ Robert L. Meagher, Jr.
_____ Richard Mankin

Past-President

_____ Patrick D. Greany

Member-At-Large

_____ David Oi
_____ Michael Hubbard

Secretary

_____ Stephanie Bloem

PLEASE VOTE

For one individual for each office and return the ballot by July 7, 2001 to Dr. Pat Greany,
3640 Harper's Ferry Dr., Tallahassee, FL 32308, USA

Florida Entomological Society Past Nominating Committees (Chairs in Bold)

1980	R. F. Brooks A. K. Burditt J. A. Reinert	D. J. Schuster
1981	N. C. Leppla S. S. Fluker D. J. Schuster	1991 J. E. Eger, Jr. J. L. Knapp D. J. Schuster
1982	E. C. Beck S. Fluker C. Poucher	1992 J. F. Price F. W. Mead K. Griffith
1983	W. L. Peters H. V. Weems, Jr. R. Lipsey	1993 J. L. Knapp R. S. Patterson A. C. White
1985	C. W. McCoy J. L. Knapp W. L. Peters	1994 D. Williams D. Habeck J. E. Eger, Jr.
1986	L. W. Wright, Jr. R. Baranowski J. E. Eger, Jr. J. Kring	1995 J. E. Peña J. F. Price D. W. Williams
1987	D. H. Habeck	1996 E. M. Thoms
1988	D. J. Schuster W. Peters J. H. Frank	1997 R. F. Mizell
1989	J. L. Taylor J. H. Frank D. H. Habeck	1998 D. G. Hall
1990	R. S. Patterson J. Strayer	1999 J. E. Funderburk
		2000 J. M. Sivinski
		2001 L. G. Peterson J. E. Funderburk
		2002 P. D. Greany

RESOLUTIONS COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 9. The Resolutions Committee shall consist of two members. Each will serve a two year staggered term one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall formally recognize and commend individuals and organizations that contribute materially to attainment of the Society's objective as stated in the "Governing Documents". The committee shall express the membership's encouragement of and support for activities that directly affect the Society, entomology, and the biological sciences in general.

GUIDELINES:

1. Indicate to the membership in the last mailing before the Annual Meeting that resolutions may be submitted to the Resolutions Committee for eventual presentation at the Annual Meeting.
2. Make an announcement in the opening session regarding how and when resolutions should be given to the committee, i.e., hand resolutions to the Committee Chair or a Committee Member at least 26 hours before the beginning of the Final Business Meeting.
3. Committee must compose resolutions in proper format (Example follows). The intent of the resolutions submitted must not be changed.
4. The Resolutions Committee must decide what action to take on each resolution. The Committee Chair will read the resolutions during the final business meeting and:
 - (a) advance for adoption (no second required from floor), "Mr./Ms. President, I move for adoption."
 - (b) advance without recommendation (motion for adoption and second required from floor), "The Resolutions Committee advances this resolution without recommendation."
5. Submit copy of resolutions to the Secretary-Treasurer.

Resolutions Report Example

Resolution No. 1:

WHEREAS the 80th Annual Meeting of the Florida Entomological Society at Adam's Mark Daytona Beach Hotel, Daytona, Florida, has enjoyed outstanding facilities and hospitality which immensely contributed to the success of the meeting,

AND WHEREAS Katherine Travis, City Commissioner, generously gave of her time and effort to welcome the Society to the city of Daytona, at the opening of our 80th Annual Meeting,

THEREFORE, BE IT RESOLVED that the Secretary of the Society be instructed to forward a copy of the resolution to Mary Ortiz, Directory of Sales, Adam's Mark Hotels and Resorts.

Resolution No. 2:

WHEREAS John Sivinski and the Local Arrangements Committee have provided excellent organization and facilities for the 80th Annual Meeting of the Society,

AND WHEREAS Joe E. Funderburk and the Program Committee have prepared a well-balanced, high quality program for the Society's meeting,

AND WHEREAS the speakers who presented papers, both invited and submitted, shared their outstanding work and ideas with our Society,

AND WHEREAS excellent and timely symposia and workshops were organized by J. Dias, J. Eger, J. H. Frank, L. Peterson, R. F. Scheffrahn, J. Sivinski, P. Stansly, and E. Thoms,

AND WHEREAS the committee on Student Activities encouraged excellent student participation in and contributions to, our Annual Meeting,

THEREFORE, BE IT RESOLVED that the Society expresses its deepest appreciation to these individuals.

Resolution No. 3:

WHEREAS Presidents David Hall and Everett R. Mitchell and other members of the Executive Committee have provided our Society with dedicated leadership and invaluable service,

AND WHEREAS Richard Baranowski and the Associate Editors of Florida Entomologist have done an exceptional job in maintaining the highest standards for the Society's journal,

AND WHEREAS Lois Wood and Nancy Epsky have excelled in the production of the informative and timely newsletter for the Society,

AND WHEREAS members of other committees and individuals have generously contributed their time and efforts to the Society this past year,

THEREFORE, BE IT RESOLVED that the Society commends these individuals and expresses its appreciation for their service to the Society and to the Science of Entomology.

Resolution No. 4

WHEREAS members of the industry continue to provide much needed financial support to the Society by way of Sustaining Memberships, advertising in the program, support for the journal and numerous other Society functions,

THEREFORE, BE IT RESOLVED that the Society hereby expresses its appreciation to these groups.

Respectively submitted,

R. Sprenkel,

R. Duncan, Chairperson.

Florida Entomological Society Past Resolutions Committees (Chairs in Bold)

1980	J. M. Sivinski R. T. Sullivan		D. L. Harris S. Narang
1981	R. B. Workman R. R. Johnson	1991	D. L. Harris D. G. Hall
1982	R. R. Johnson F. Slansky, Jr.	1992	J. D. Hensen D. L. Kline
1983	F. Slansky, Jr. J. A. Reinert	1993	D. L. Kline T. Wofford
1984	F. W. Mead J. E. Eger T. G. Floore	1994	J. Hensen D. L. Kline
1985	J. E. Eger M. L. Pescador D. H. Vickers	1995	C. Mannion R. K. Sprenkel
1986	M. L. Pescador N.-Y. Su D. H. Vickers	1996	R. Duncan R. K. Sprenkel
1987	D. H. Vickers N.-Y. Su	1997	R. Duncan R. K. Sprenkel
1988	N.-Y. Su F. Hassut L. Bloomcamp	1998	R. Duncan R. K. Sprenkel
1989	L. Bloomcamp D. L. Harris D. Hassut S. Narang	1999	R. Duncan
1990	F. Hassut D. G. Hall	2000	R. Duncan
		2001	R. Duncan
		2002	

FISCAL COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 10. The Fiscal Committee shall consist of three members. Each will serve a three-year staggered term one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall audit the accounts, examine the annual "Report of the Business Manager", and review the overall financial condition of the Society at least once each year. The committee shall recommend action for improving the management of resources to achieve the Society's "Object and Purpose".

GUIDELINES:

The purpose of the Fiscal Committee is to check the financial records of the Society, to determine whether they are in order, and to recommend action for improving the management of resources to achieve the Society's "Object and Purpose". The results of the audit are reported to the membership at the annual meeting.

The Chair of the Fiscal Committee arranges a meeting or meetings of the Committee to audit the Business Manager's financial records.

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

Common sense is the basis of the audit.

- A. Does the Financial Statement account for all of the Society's funds?
 1. Compare current and previous year's income and expense statements, looking for major differences.
 2. Compare income and expense statements with the budget, identifying any problem areas.
 3. Pick a month or two at random and match receipts with records of disbursements. Potential items of concern might be checks made to cash, and checks to unfamiliar persons or businesses.
 4. Determine if all outstanding bills against or due to the Society have been paid.

B. Other questions to ask:

1. Has the IRS Form 990 been submitted by ESA headquarters for the previous year and are there any other required tax forms which need to be prepared?
2. Is the bank holding the reserve fund paying a reasonable rate of interest compared to the current rates?
3. Are the financial records well arranged and organized?

Present report at annual business meeting.

Submit written report to Secretary following annual meeting which will be published as part of edited minutes of the Annual FES Business Meeting in the Florida Entomologist (usually March of the following year).

Florida Entomological Society Past Auditing/Finance/Fiscal Committees (Chairs in Bold)

1980	D. H. Habeck H. A. Denmark	1990	R. W. Metz J. Hogsette R. K. Jansson D. G. Hall
1981	C. C. Childers R. C. Bullock T. R. Fasulo	1991	J. Hogsette D. G. Hall R. K. Jansson
1982 (Fiscal Committee)	N. C. Leppla C. S. Barfield M. K. Elvin P. M. Grant R. G. Haines E. A. Moherek D. P. Wojcik	1992	R. K. Jansson K. Griffith N. Hinkle
1982 (Auditing Committee)	R. C. Bullock J. B. Beavers T. R. Fasulo	1993	K. Griffith S. Webb F. Pettit
1983	T. R. Fasulo J. B. Beavers R. J. Burges	1994	F. Pettit S. Webb D. Seal D. Wojcik
1984	J. B. Beavers R. Burgess O. Sosa	1995	?
1985	R. J. Burgess O. Sosa J. M. Bosworth	1996	S. Webb
1986	O. Sosa, Jr. J. Bosworth J. Price	1997	S. Webb R. Mankin D. Seal
1987	J. M. Bosworth J. F. Price W. T. Minter	1998	S. Webb
1988	J. F. Price R. Metz W. T. Minter	1999	R. Meagher S. Webb J. Altom
1989	W. T. Minter J. Hogsette R. Jansson	2000	R. Meagher S. Webb J. Altom
		2001	R. Meagher J. Altom
		2002	

STUDENT ACTIVITIES COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 11. The Student Activities Committee shall consist of three members. Each will serve a three-year staggered term, one new member to be appointed each year by the incoming Chairperson. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall solicit speakers, conduct judging, and bestow awards for the annual student paper contest. The committee shall coordinate special activities that involve the participation of student members in Society affairs.

GUIDELINES:

- 1) The committee should consist of at least four members. The member with the most years of service on the committee should assume the role of committee chair in his/her final year and then rotate off the committee the following year. Therefore, membership on this committee should be considered a four-year commitment.
- 2) Summary of financial disbursements to students overseen by the committee:

Type of Financial Disbursement	Number Disbursed per Year	Amount per Disbursement	When Dispersed
Scholarship	Three	\$500	FES Annual Meeting
Minigrants	Ten	\$100	FES Annual Meeting
Student Paper Contest Awards	Three: 1st, 2nd, & 3rd place	1st - \$125, 2nd - \$75, 3rd - \$50	FES Annual Meeting
Travel Grants	Determined by Committee based on funding and number of applications	Determined by Committee based on funding and number of applications	Depends on Meeting for Compensation (i.e., FES, National ESA)

General Responsibilities of the Chair:

- 1) Attend Executive Committee meetings whenever possible. Present an oral and written report of the committee's activities since the last meeting. Prepare and present a final report for the annual business meeting.
- 2) Oversee selection of students for awards and grants.
- 3) Promote applications from students for awards and grants.

Responsibilities of committee members:

- 1) Judge student applications for mini-grants, scholarships, and travel grants.
- 2) Attend the FES annual meeting, if possible, and judge the student paper competition. Arrange for a substitute judge if unable to attend the meeting, and inform the chair of the substitute.
- 3) Promote student membership in FES whenever possible.

Suggested Timetable for Responsibilities:

February-March:

- 1) Chair: Prepare an announcement of student awards for inclusion in the Feb.-March Newsletter, which contains the first call for papers (See appended example). Set deadlines for scholarship, mini-grant, and travel grant applications far enough in advance so that judging can be completed before the annual meeting. June 15 is the recommended deadline.
- 2) Chair or committee member volunteer designated by Chair: Write to the chairs of departments of Entomology or Biology around the state of Florida (FAMU, USF, UCF, UF, and FSU; Names and addresses of current chairs are appended) to advertise the availability of student awards. Students must be studying insects and must be members of the Florida Entomological Society (FES). Include current FES membership applications.

April-May:

- 1) Chair: (Optional) Prepare a second announcement of student awards for inclusion in the May-June Newsletter (See appended example).
- 2) Chair or committee member volunteer designated by Chair: Arrange with the president of ENSO (the Entomology & Nematology Student Organization, UF) to make a presentation at one of their meetings to describe student travel grants, mini-grants, scholarships, and the student paper competition:
 1. Have FES membership applications available.
 2. A presentation in PowerPoint is available as overheads and on diskette, and should be passed from the outgoing committee chair to the incoming chair.
 3. Students applying for scholarships should be encouraged to include the following in their submission packet:

Refereed and non-refereed publications
 Presentations at entomology meetings and other professional meetings
 Symposia/workshop presentations
 Outreach activities and presentations
 Honors and awards, grants
 Service in professional societies
 International activities
 Grades
 Letters of recommendation
 Statement of future plans.

June:

- 1) Chair: Make copies of student application packages to distribute to the other committee members, or request in announcement that students submit "X" copies, depending upon the number of committee members.
- 2) Chair: Establish judging method prior to mailing student application packages. Sheets that may help with the judging are appended. Generally, judges have ranked scholarship and mini-grant applications from 1 to N with 1 being the top student. The committee chair adds the rankings and the students with the lowest total scores are the winners. The chair resolves ties and other issues.
- 3) Committee: The committee determines Travel grant awardees and the available grant moneys are generally divided evenly among the applicants assuming that all have reasonable requests.

July:

Chair: Prepare letters of congratulations for the winners of scholarships, mini-grants, and travel grants for inclusion in the envelope with the check.

August:

- 1) Chair: Names of winners should be given to the FES business manager at the start of the annual meeting so that checks can be written.
- 2) Chair: Oversee judging for student paper competition:
 1. A judging sheet for the student paper competition is appended.
 2. Prior to the competition, meet with the session moderator(s) to outline the competition rules.
 3. The chair may need to seek additional judges if the committee members cannot attend the meeting and were unable to find substitute judges. Inform the judges that judging forms will be returned to the students so constructive comments should be written on the forms. Prior to the competition, the judges

will decide how winners should be selected. Using a ranking system or mean scores both have drawbacks and all judges should confer immediately after the contest to determine the winners.

4. Explain rules to the students and audience prior to the start of the competition.
 5. Give names of winners to the business manager immediately so that checks can be written prior to awards banquet.
-
- 3) Chair: Announce the winners of scholarships, mini-grants, travel awards, and the student paper competition at the awards banquet and hand out checks and congratulatory letters.

 - 4) Chair: Prepare an announcement of the winners of all awards and the student paper competition for inclusion in the third issue (Aug-Sept.) of the Newsletter. In the same issue, announce the availability of travel awards for the Entomological Society of America annual meeting if funds remain for student travel in the current fiscal year (see business manager for amount available).

Example: Announcement for Feb.-March Newsletter

CALL FOR STUDENT COMPETITION PAPERS

A competition for the best student paper will be held at the upcoming xxth Annual Meeting of the Florida Entomological Society (Date and Location). Awards of \$150, \$125 and \$100 will be made to the first, second and third place papers, respectively.

Students wishing to present a paper in the student paper competition must be members of the Florida Entomological Society. Students should submit paper title and abstract using the standard submission form and should indicate that the submission is for the student competition.

Papers should be 8 minutes long with 2 minutes allowed for questions. The judging criteria are as follows:

Organization (20 points) - sequence of topics logical and effective; introduction, body of talk, and conclusions coherent; time well used.

Delivery (20 points) - poise, audibility, expression, eye contact, use of pointer.

Visual aids (20 points) - appropriate for subject matter, legible, eye appealing.

Subject matter (30 points) - important questions addressed, appropriate methods.

Handling of questions (10 points) - questions made clear to audience; answers logical and appropriate.

Conforming to time constraints (maximum of 8 penalty points; 1 point for each 15 sec overtime or 30 sec under time).

SCHOLARSHIPS, MINIGRANTS AND TRAVEL GRANTS

Each year the Florida Entomological Society presents three scholarships and ten mini-grants to students at the Annual Meeting. Travel grants are also awarded at the meeting. The format for applying for each of the Florida Entomological Society-sponsored awards follows:

Scholarships: The Florida Entomological Society will award three \$500 scholarships grants to students majoring in entomology or a related discipline. The application requirements are:

The student must be a member of the Florida Entomological Society and a full-time student with at least one year remaining in his or her degree program. Applications from undergraduate students will be considered.

The application should include a transcript, letters of recommendation from two faculty members, curriculum vitae, and a statement from the student about his or her future plans in the field of entomology.

Minigrants: The Florida Entomological Society will award ten mini-grants of \$100 each to student members for entomological research. Applications should consist of a one-page description of the research and a list of the items to be purchased.

Travel grants: The Florida Entomological Society allocates funds to assist students with the cost of attending the society's annual meeting. Students requesting travel funds should send a letter stating their purpose for attending the meeting and their other potential sources of travels funds.

Applications for scholarships, mini-grants and travel grants should be postmarked no later than (Date: June 15 recommended) (Optional: Request "X" copies of above materials so Chair does not have to photocopy submissions to distribute to committee members) and should be addressed to:

Chair, Student Activities Committee
Mailing Address
E-mail Address
Fax and Phone numbers

Names and addresses of chairs (or contact people) for Biology and Entomology departments at Florida universities (as of December, 1997)

Dr. William Peters (*Deceased 6/3/00*)
Center for Studies in Entomology
Florida A&M University
Tallahassee FL 32307

Dr. Walter R. Tschinkel
Department of Biological Science
Florida State University
Tallahassee FL 32306-3050
Office: 203 Biology Unit I
Telephone: 644-4489
Fax: 644-0481
tschinkel@bio.fsu.edu

Dr. David H. Vickers, Chairman (or Peter D. Stiling, Earl McCoy)
Department of Biology
University of Central Florida
4000 Central Florida Blvd.
Orlando FL 32816-2368

Dr. John Romeo, Chairman
Department of Biology
University of South Florida
Tampa FL 33620

Dr. John Capinera, Chairman
Department of Entomology & Nematology
University of Florida
PO Box 110620
Gainesville FL 32611-0620
jlcap@gnv.ifas.ufl.edu

JUDGING SHEET FOR FES STUDENT PAPER CONTEST

Student Name: _____ Judge # _____

Time Start _____ : _____ Time Finish _____ : _____

Pts Awarded	Category	Rating
_____	ORGANIZATION (Max. 20 pts): Sequence of topics logical and effective; introduction, body of talk, and conclusions coherent, time well used.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	DELIVERY (Max. 20 pts): Poise, audibility, expression, eye contact, use of pointer	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	VISUAL AIDS (Max. 20 pts): Appropriate to subject, legible, eye-appealing	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	SUBJECT MATTER (Max. 30 pts): Important questions addressed, appropriate methods.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	HANDLING QUESTIONS (Max. 10 pts.): Questions made clear to audience; answers logical and appropriate.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
(- _____)	CONFORMING TO TIME RESTRAINTS (Max 8 penalty points; 1 pt for each 15 sec overtime or 30 sec undertime).	
_____	Total	

Use this space for comments:

JUDGING SHEET FOR FES STUDENT MINIGRANT

Student Name: _____ Judge # _____

Pts Awarded	Category		Rating		
_____	BUDGET PROVIDED (Max. 30 pts): Grant covers cost of items, or other funding sources listed.	0	10	20	
			I _ I _ I _ I _ I		
			very poor	aver.	very good
_____	BUDGET JUSTIFICATION (Max. 30 pts.): Funding and materials not currently available from other sources; appropriate expenditures.		0	10	20
			I _ I _ I _ I _ I		
			very poor	aver.	very good
_____	RESEARCH (Max. 40 pts): Scope, quality potential contribution to science.		0	10	20
			I _ I _ I _ I _ I		
			very poor	aver.	very good
_____	Total				

Use this space for comments:

JUDGING SHEET FOR FES STUDENT SCHOLARSHIP

Student Name: _____ Judge # _____

Pts Awarded	Category	Rating
_____	PUBLICATIONS IN REFEREED JOURNALS (Max. 20 pts): Quality, number based on years in graduate school.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	NONREFEREED PUBLICATIONS (Max. 10 pts): Book chapters, trade journals, extension publications, manuals, etc.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	PARTICIPATION AT PROFESSIONAL MEETINGS (Max. 10 pts): Presenting papers or posters, organizing/moderating symposia.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	WORK EXPERIENCE (Max. 20 pts): Skills required, responsibilities, research opportunities.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	RESEARCH (Max. 20 pts.): Scope, quality potential contribution to science.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	COURSEWORK (Max 10 pts): GPA, course difficulty.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	UNUSUAL ACCOMPLISHMENTS (Max. 10 pts): Foreign research, patents, media work (TV), volunteer work, outreach, hobbies, etc.	0 10 20 I _ I _ I _ I _ I very aver. very poor good
_____	Total	

Use this space for comments:

Florida Entomological Society Past Student Activities Committees (Chairs in Bold)

1980	S. H. Kerr J. F. Price T. J. Walker		H. L. Cromroy
1981	S. H. Kerr J. F. Price A. R. Sponis	1989	J. Capinera P. Lawrence J. Sivinski
1982	J. F. Price J. Bellwood H. M. Savage A. R. Sponis T. Walker	1990	J. Sivinski E. M. Thoms P. Lawrence
1983	A. R. Sponis J. E. Cookman P. M. Grant L. S. Osborne T. J. Walker	1991	E. M. Thoms C. Barfield R. S. Patterson
1983 (Scholarship Committee)	R. F. Brooks L. Berner M. L. Pescador	1992	R. S. Patterson W. L. Peters F. Bennett
1984	T. J. Walker E. Gordon B. Gregory, Jr. L. S. Osborne G. J. Wibmer	1993	W. L. Peters P. Parkman J. Klotz
1984 (Scholarship Committee)	M. L. Pescador L. Berner	1994	P. Parkman J. E. Eger, Jr. M. Hubbard J. Klotz P. Nichols
1985	L. S. Osborne J. M. Bosworth E. Gordon P. M. Grant G. B. Marshall	1995	J. Klotz J. E. Eger, Jr. M. Hubbard P. Nichols
1985 (Scholarship Committee)	D. L. Shankland R. F. Brooks D. L. Kline A. R. Sponis	1996	J. E. Eger, Jr.
1986	J. Sivinski R. Flowers E. Gordon P. Lounibos	1997	H. McAuslane G. Hu P. Nichols M. Hubbard
1987	P. Lounibos J. E. Eger, Jr. R. W. Flowers M. L. Pescador A. Gettman	1998	G. Hu H. McAusland E. McCord J. Peña
1988	R. W. Flowers M. L. Pescador G. Buckingham P. Lawrence A. Gettman	1999	E. McCord D. Schuster G. Hu H. McAuslane M. Toapanta
		2000	G. Nuessly D. Schuster H. McAuslane M. Toapanta
		2001	G. S. Nuesly D. Shuster M. Toapanta
		2002	

**Florida Entomological Society Past Student Award Winners
Student Paper Contest**

1980	1 st Place	M. S. Fontaine	2 nd Place	C. Mannion	
	2 nd Place	M.A.S.K. Ranasinghe	3 rd Place	N. Hinkle	
	3 rd Place	P. D. Padgett			
1981	1 st Place	S. Jungreis	1992	1 st Place	S. Valles
	2 nd Place	M. S. Fontaine		2 nd Place	H. Smith
	3 rd Place	P. M. Grant		3 rd Place	N. Hinkle
1982	1 st Place	R. A. Haack	1993	1 st Place	D. Suiter
	2 nd Place	M. J. Angelo		2 nd Place	S. Valles
	3 rd Place	E. McCord, Jr.		3 rd Place	B. Kern
1983	1 st Place	L. Bloomcamp	1994	1 st Place	D. Miller
	2 nd Place	S. K. Haack		2 nd Place	S. Valles
	3 rd Place	T. G. Zoebisch		3 rd Place	M. Aparicio
1984	1 st Place	T. H. Lillie	1995	1 st Place	D. Miller
	2 nd Place	S. W. Gross		2 nd Place	K. Vulinac
	3 rd Place	E. G. Fontes		3 rd Place	E. Quintela
1985	1 st Place	O. Adeyeye	1996	1 st Place	R. Goodson
	2 nd Place	G. Lanzaro		2 nd Place	D. Johanowicz
	3 rd Place	W. Hargrove		3 rd Place	D. Miller
1986	1 st Place	A. Gannon	1997	1 st Place	C. Scherer
	2 nd Place	M. Antolin		2 nd Place	Dina Richman
				3 rd Place	J. Villanueva-Jimenez
1987	1 st Place	S. Ritchie	1998	1 st Place	D. Miller
	2 nd Place	J. Becnel		2 nd Place	B. Vasquez
	3 rd Place	G. Fritz		3 rd Place	Dina Richman
1988	1 st Place	G. S. Wheeler	1999	1 st Place	M. A. Toapanta
	2 nd Place	B. Moser		2 nd Place	J. M. Alvaraz
	3 rd Place	A. Gettman		(3-way tie)	J. Brambila S. Moya-Guzman
1989	1 st Place	D. Riley	2000	1 st Place	M. A. Toapanta
	2 nd Place	D. Ritland		2 nd Place	C. Scherer
	3 rd Place (tie)	N. Hinkle		3 rd Place	S. Brooks
	3 rd Place (tie)	N. Epsky			
1990	1 st Place	N. Hinkle	2001	1 st Place	
	2 nd Place	C. Mannion		2 nd Place	
	3 rd Place	D. Suiter		3 rd Place	
1991	1 st Place	S. Valles			

**Florida Entomological Society Past Student Award Winners
Student Poster Contest**

1983	1 st Place	F. L. Pettit
	2 nd Place	T. J. Fink
1984	1 st Place	J. T. Vaughn
	2 nd Place	D. E. Akin
	3 rd Place	C. A. Morris
1986	1 st Place	R. Kramer
	2 nd Place	B. Witz
	3 rd Place	B. Kaiser
1987	1 st Place	J. Castner
	2 nd Place	L. Gates
	3 rd Place	J. Cicero
1988	1 st Place	D. Matthews
	2 nd Place	A. Gettman
	3 rd Place	N. Hinkle
1989	1 st Place	B. Lenczewski
	2 nd Place	A. Rueda
	3 rd Place	S. Yocum
1991	1 st Place	S. Yocum
	2 nd Place	R. Coler
1992	1 st Place	W. Kern
	2 nd Place	S. Yocum
1993	1 st Place	S. Yocum
	2 nd Place	G. Hu

Florida Entomological Society Past Student Mini-Grant Recipients

1981	J. Trexler J. F. Milio	J. Capogreco C. LeDuc
1982	J. J. Belwood T. J. Fink L. D. Ketzler J. H. Epler M. Christian P. Grant B. Gregory, Jr. S. Passoa H. Savage H.-J. Teng	D. McInnes M. Minno D. Riley T. Rossi G. Storey
1983	D. E. Akin J. M. Bosworth P. M. Grant S. W. Gross C. S. Hieber C. S. Hill C. A. Morris S. Naranjo M. G. Spofford S. C. Styer	1990 J. Amoroso D. Corey D. Matthews J. Cronin D. Suiter A. Rossi G. Miller C. Mannion R. Patrick S. Yocum
1984	J. L. Castner P. M. Grant B. Gregory C. A. Morris M. J. Plagens M. G. Spofford C. Tan J. T. Vaughn A. L. Williams	1991 J. Arias G. Evans W. Kern C. Mannion F. Oi R. Patrock P. Skelly S. Valles T. Van Hook S. Yocum
1985	None reported	1992 R. Goodson F. Oi Y. Yang C. Buchanan-Beane M. L. Pavon
1986	None reported	T. Van Hook
1987	J. L. Castner M. Antolin D. B. Orr A. Gettman	S. Valles R. Clouse O. Liburd L. Shapiro
1988	D. A. McInnes B. Lenczewski A. D. Gettman N. C. Hinkle M. Christian M. F. Antolin J. V. Capogreco T. Van Hook R. M. Pereira	1993 A. Akers D. Corey P. Cushing A. Eitam G. Hu R. Lowen D. Miller J. Okine M. Windelspecht
1989	V. Banschbach	Y. Yang

Florida Entomological Society Past Student Mini-Grant Recipients (continued)

1994	M. Aparicio	C. Tipping
	M. Cattell	T. McCoy
	A. Cordoba-Aguilar	Y. Zeng
	T. Dykstra	H. Dillon
	A. Etiam	1999 J. Alvarez
	G. Hu	X. Zhang
	E. Hudson	A. Suazo
1994	C. Masson	2000 M. A. Toapanta
	D. Miller	A. Rasmussen
	W. Windelspecht	D. Richman
1995	D. Miller	C. Scherer
	O. Liburd	S. Brooks
	D. Johanowicz	2001
1996	J. Brambila	
	W. T. Grush	
	D. L. Johanowicz	
	J.-C. Liu	
	D. M. Miller	
	A. K. Rasmussen	
	D. Richman	
	M. A. Toapanta	
	K. Vulinec	
	J. Petti	
1997	D. Amalin	
	J. Brambila	
	Y. Cardoza	
	A. Rasmussen	
	D. Richman	
	C. Scherer	
	A. Suazo Calix	
	C. Tipping	
	M. Toapanta	
1998	D. Branscome	
	M. Toapanta	
	P. Tinerella	
	J. Alvarez	
	D. Amalin	
	J. Gahlhoff	

Florida Entomological Society Past Student Scholarship Recipients

1983	A. Bolten T. Fink	R. Goodson
1984	P. M. Grant C. S. Hieber G. L. Wibmer	1996 W. L. Meyer D. M. Miller J. Villanueva-Jimenez
1985	J. L. Belwood J. L. Castner M. G. Spofford	1997 J. Villanueva-Jimenez A. Rasmussen W. L. Meyer
1986	None Reported?	1998 J. M. Alvarez W. L. Meyer C. Tipping
1987	D. B. Orr M. Antolin M. Aluja-Schuenemann	1999 M. Toapanta
1988	M. F. Antolin W. J. Moar J. A. Santiago-Blay	2000 A. Rasmussen J. Alvarez C. Scherer
1989	M. Camera R. Coler G. Storey	2001
1990	N. Hinkle S. Yocum D. Suiter	
1991	W. Kern C. Mannion T. Van Hook	
1992	S. R. Reitz S. Yocum D. Matthews	
1993	A. Akers G. Hu D. M. Miller	
1994	P. Cushing O. Fernandes S. Valles	
1995	D. M. Miller E. Quintela	

LONG-RANGE PLANNING COMMITTEE

General Charge of Responsibilities by Florida Entomological Society Bylaws:

Article IV, Section 12. The Long-Range Planning Committee shall consist of five members. Each will serve a five-year staggered term one new member to be appointed each year by the incoming Chairperson. The chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall provide long-term continuity, direction, and leadership for the Society by: (1) advising and assisting the Executive Committee in overseeing long-range fiscal policies and other policies-of the Society, (2) fostering liaison with allied scientific and technological organizations, and (3) initiating special projects to further the Society's aims.

GUIDELINES:

Chairperson assumes duties at the annual meeting and should attend the annual business meeting usually held on Wednesday afternoon.

Chairperson consults with the Executive Committee and new list of volunteers to solicit new member(s) of the committee to have the requisite 5 members.

Chairperson should identify a Vice Chairperson who agrees to serve as the next Chairperson (usually the person next in seniority) to insure continuity within the committee.

Chairperson confers with the members on ad hoc basis to develop a list of suggestions to bring before the Executive Committee of the Society and at the Annual Business Meeting.

Suggested timetable for responsibilities:

August: Assume duties as Chairperson of the committee at the Annual Business Meeting.

September: Select and contact a new member(s) to insure 5 committee members are available to serve.

January - May: Attend Executive Committee Meetings ad hoc to determine the needs of the Society. Canvas the committee members for suggestions.

August: Present the Long Range Planning Committee report at the Executive Committee Meeting and Annual Business Meeting at the FES Annual Meeting.

Florida Entomological Society Past Long Range Planning Committees (Chairs in Bold)

1980	H. V. Weems, Jr. D. H. Habeck S. H. Kerr R. I. Sailer A. G. Selhime J. B. Taylor	F. W. Mead D. C. Herzog J. A. Coffelt W. T. Minter
1981	H. V. Weems, Jr. D. H. Habeck N. C. Leppla R. I. Sailer M. L. Wright	1988 D. C. Herzog F. W. Mead R. F. Mizell J. A. Coffelt W. T. Minter
1982	Sailer, R. I. T. Fink D. H. Habeck N. C. Leppla C. S. Lofgren M. L. Wright	1989 D. F. Williams W. T. Minter F. W. Mead N.-Y. Su R. F. Mizell
1983	N. C. Leppla T. J. Fink D. H. Habeck R. L. Lipsey C. S. Lofgren E. A. Moherek	1990 W. T. Minter F. W. Mead N.-Y. Su R. F. Mizell F. Tingle
1984	D. H. Habeck T. W. Dean T. Fink D. C. Herzog R. L. Lipsey C. S. Lofgren E. A. Moherek	1991 F. W. Mead R. F. Mizell K. Short N.-Y. Su F. Tingle
1985	E. A. Moherek J. A. Coffelt T. W. Dean D. C. Herzog R. L. Lipsey C. S. Lofgren	1992 N.-Y. Su S. Broda-Hydorn R. F. Mizell K. Short F. Tingle
1986	C. Lofgren J. Coffelt D. Herzog R. Lipsey W. Minter	1993 R. F. Mizell F. Tingle K. Short S. Broda-Hydorn F. Punzo
1987	R. L. Lipsey	1994 F. C. Tingle S. Broda-Hydorn J. Chamberlin J. Mink
		1995 J. Chamberlain L. G. Peterson
		1996 L. G. Peterson

- 1997 **L. G. Peterson**
R. F. Mizell
- 1998 **R. F. Mizell**
R. Mankin
J. Stavisky
T. Weissling
- 1999 **R. Mankin**
S. L. Lapointe
M. D. Hubbard
- 2000 **R. Mankin**
S. L. Lapointe
M. D. Hubbard
- 2001 **R. Mankin**
S. L. Lapointe
M. D. Hubbard
- 2002

AD-HOC COMMITTEES

NEWSLETTER COMMITTEE

GUIDELINES:

The FES Newsletter comes out four times a year, usually about four weeks after an Executive Committee meeting. The items to be included in each of the issues are given in the schedule on the next page.

Committee members are asked to provide a copy of the text of their (report, message, minutes) on a floppy disk, preferably in a "WordPerfect" file. The Newsletter is currently being constructed using Aldus "PageMaker", which accepts WordPerfect 5 files. Templates of former Newsletters are available for formatting subsequent ones.

The University of Florida's Institute of Food and Agricultural Sciences (IFAS) facilitate the printing and distribution of the FES Newsletter. The printing, collating, stapling, and folding is submitted as an "outside billing" job to the IFAS print shop. There is a 4-sheet limit on a letter size fold. The "Duplication Order Sheet" (IFAS form 2640) accompanies this request. The Business Manager is consulted as to how many members are active so as to determine the number of copies to request. The bill is sent directly to the FES Business Manager. Distribution is handled by the IFAS mailroom. The Distribution Request is accompanied by IFAS form 2542. An editor contacts the Business Manager just before the print job is requested so that an updated address disk can be sent to the mailroom.

A few extra Newsletters are sent to the "contact person" (indicated on form 2640). Any other additional ones are sent to the Business Manager to mail to any new members or whomsoever may request a copy. A file of former Newsletters is maintained by one of the editors.

FES NEWSLETTER SCHEDULE

I. Feb./March (no. 1)

- A. President's message
- B. Executive committee minutes
- C. First call for papers (program chair)
- D. Paper/poster presentation form
- E. Student paper contest instructions & judging criteria
- F. Student scholarships/minigrants: announcement & instructions
- G. Nomination form for honors/awards - first call
- H. Members & events
- I. Announcement for Nominations for Pioneer Lecture Award

II. May/June (no. 2)

- A. President's message
- B. Executive committee minutes
- C. Registration form for annual meeting
- D. Officer election ballot
- E. Nomination form for honors/awards - second call optional
- F. Members & events

III. August/Sept. (no. 3)

- A. President's message
- B. Past president's message
- C. Executive committee minutes
- D. Student travel grant applications
- E. Announce new officers
- F. Announce honors/awards recipients
- G. Announce student scholarship/minigrants recipients
- H. Announce student paper contest winners
- I. Members & events

IV. Nov./Dec. (no. 4)

- A. President's message
- B. Executive committee minutes
- C. First announcement of annual meeting
- D. List of committee members
- E. Members & events

Florida Entomological Society Past Newsletter Committees (Newsletter Editors)

1988	J. B. Kring S. Whitney
1989	S. Whitney G. Hall
1990	G. Hall P. Greany
1991	P. Greany H. McAuslane
1992	H. McAuslane D. Oi
1993	H. McAuslane D. Oi
1994	D. Oi P. Parkman
1995	P. Parkman L. A. Wood
1996	L. A. Wood N. D. Epsky
1997	L. A. Wood N. D. Epsky
1998	L. A. Wood N. D. Epsky
1999	L. A. Wood N. D. Epsky
2000	L. A. Wood N. D. Epsky
2001	L. A. Wood N. D. Epsky

COMPUTER RESOURCES COMMITTEE

GUIDELINES:

In cooperation with professional website developer, the FES Business Manager, Program Committee Chairperson, and other FES Officers and Committee Chairpersons, as appropriate, the following activities/duties are to be performed initially, and on an ongoing basis:

1. Develop standard “static” HTML pages/templates
 - a) For initial website design, organize content for standard pages that will be generated by various committees/members within FES. Ensure that content presented is integrated in a consistent and logical format. Communicate this content and design specification to the website development firm. Include within this website a provision (BBS) for member input (such as seminar announcements) to be posted, and the FES Newsletter (in pdf format) to be included. Also include a “hot topics” button that will link to information items of interest to FES members and the general public and the media.
 - b) For ongoing website development, serve as liaison between the FES and the website development firm to facilitate all changes and updates to the FES website.
2. Construct web-based member database
 - a) For initial website design, delegate and coordinate FES construction of membership database in a format suitable for both FES purposes and the website development firm. This database will include member addresses, telephone numbers, email addresses, etc. Provide an on-line membership application form.
 - b) For ongoing website development, interact with website development firm in managing updated database content. Note: the proposed database system will enable most updates and maintenance of the membership database to be conducted online, in real-time over the Internet. This structure relieves the FES of much administrative overhead by offloading it to individual FES members.
3. Establish web-based meeting program information center.
 - a) For initial website design, communicate with FES Program Committee to develop a presentation that includes meeting site information (including maps, images of facilities, and links to related local information), plus program highlights, such as keynote speaker(s), CEU activities, events for spouses and other family members, and information of concern to the general public and the media, such as symposia pertaining to high profile programs, such as medfly eradication.
 - b) For ongoing web development, interact with website development firm to incorporate new program information.

4. Establish web-based presentation title & abstract submission capability and meeting registration capability
 - a) For initial website design, communicate with FES members to determine design of forms for submission of presentation titles & abstracts, and a registration system that will be optimal for FES. Coordinate with website design firm to develop online registration system suitable to our needs.
 - b) For ongoing website development, coordinate with Program Committee and other appropriate FES officials and interact with website design firm to update the web site to accept presentation titles, abstracts and registration for new meetings as they come about. Serve as technical support liaison between FES members and website design firm. Consolidation of technical support and update requests will avoid duplication of effort and reduce total costs of website maintenance.
5. Journal Services
 - a) For initial website design, coordinate with appropriate FES personnel (specifically Dr. Tom Walker) to produce collection of archived journals for online search component. Communicate needs of FES to website development firm regarding interface requirements, searchable fields, etc. Develop list serve, to automatically send Contents information from each new issue of the Florida Entomologist to list serve subscribers.
 - b) For ongoing website development, coordinate with appropriate FES personnel and website design firm to effect addition of new articles into the searchable database on a quarterly basis. Maintain list serve.
6. Coordinate Technical Support
 - a) Coordinate with commercial website developer, who will provide centralized technical support coordinator. This will reduce the costs of FES website development and maintenance by streamlining work required of internal FES staff and/or the website development firm. This will be the responsibility of one or more committee member(s), who will assure that each component of the website is properly maintained and the information updated periodically.

Florida Entomological Society Past Computer Resources Committees

2001 **R. Mankin**
Rick Brenner
S. D. Porter
M. Hubbard
T. Walker
J. Shapiro

2002

HISTORIAN/NECROLOGIST

GUIDELINES:

The Historian/Necrology Committee shall record and present at each annual business meeting a listing and brief biographical sketch of any FES members (past or present) that have passed away in the preceding year.

Florida Entomological Society Past Historian/Necrology Committees

1995	?	2002
1996	S. B. Hydorn	
1997	S. B. Hydorn	
1998	S. B. Hydorn	
1999	S. B. Hydorn	
2000	H. Weems	
2001	H. Weems	

-

CARIBBEAN DIRECTORY COMMITTEE

GUIDELINES:

Florida Entomological Society Past Caribbean Directory Committees

2001 **J. H. Frank**
G. J. Hallman
R. E. woodruff
P. D. Greany

SUSTAINING MEMBERSHIP COMMITTEE

GUIDELINES:

The sustaining membership committee shall consist of at least three members with two of those members from industry. The committee will meet as required to conduct its mission. All entomological related businesses in Florida will be invited to become members and to participate actively in FES.

Suggested Timetable for Responsibilities:

September:

Committee: Obtain addresses and names of contacts for companies associated with entomology in Florida but not currently sustaining members of FES.

October:

Chair: Send letters to key contacts at companies associated with entomology in Florida but not currently sustaining members of FES to solicit for their membership.

May:

- 1) Chair: Send letters to current sustaining members soliciting for advertising for FES Annual Meeting Program, funding for social event, and contributions to student travel fund. Provide the following directions:
 1. The cost for advertising in the Annual Meeting program is \$110.00 per page. Stipulate requested minimum donation for social event. Donations of any amount are accepted for student travel fund. Sponsors for advertising, the social event, and student travel fund will be recognized in the Annual Meeting Program.
 2. The advertisement for the Annual Meeting program must be black and white and camera-ready. Provide the dimensions for the FES Annual Meeting program. Painter Printers has copies of ads printed in previous programs, so advertisers can specify reprinting ads used in previous programs.
 3. All checks and advertisements should be sent to the Committee Chair for receipt by **June 15**. Checks are made payable to FES. Provide a check list so sponsors can specify what they are contributing funding for and amount of the funding if one check is being submitted for more than one donation category (advertising,

the social event, and student travel).

- 2) Chair: Organize committee members to call sustaining members 1-2 weeks after letter sent to remind them of donations (advertisement, social event, student travel) for FES Annual Meeting.

June:

Chair: Forward all advertisements and listing of sponsors for advertising, social event, and student travel to the Program Chair. Forward all checks to FES Business Manager. Chair serves on Program Committee to review final program for correct entry of advertisements and listing of sponsors for advertising, social event, and student travel fund.

August:

Chair: Prepares summary of sponsors for advertising, social event, and student travel, and review of sustaining membership for presentation at Annual Business Meeting.

Florida Entomological Society Past Sustaining Associates Committees

1980	W. C. Adlerz	1989	?
1981	A. C. White M. L. Wright R. B. Workman	1990	?
		1991	?
1982	R. B. Workman M. L. Wright, Jr. F. A. Johnson	1992	?
		1993	?
1983	C. W. McCoy J. R. Geiger F. A. Johnson C. G. Norris T. J. Stelter M. L. Wright	1994	K. R. Muzyk B. Highland M. L. Wright, Jr.
		1995	K. R. Muzyk B. Highland M. L. Wright, Jr.
1984	R. F. Brooks C. G. Norris J. R. Geiger T. J. Stelter	1996	K. R. Muzyk
		1997	B. Highland M. L. Wright, Jr.
1986	T. Couch B. Bustillo R. Johnson D. Schuster F. Van Essen M. Wright	1998	M. L. Wright, Jr.
		1999	K. H. Griffith
		2000	A. E. Muckenfuss
1987	?	2001	M. L. Wright, Jr. L. G. Peterson
1988	F. Van Essen	2002	

EDUCATION COMMITTEE

GUIDELINES:

Florida Entomological Society Past Education Committees

2001 **J. Shapiro**
R. Mankin
B. Wojcik
W. Dixon

CARIBBEAN CONFERENCE COMMITTEE

GUIDELINES:

The charge of the Caribbean Conference Committee is to search for meeting sites in the Caribbean basin, which would be both interesting for the members, and hopefully provide mutually beneficial scientific exchanges with other entomologists in the region. Every fifth year is the normal interval for the Caribbean Conference, unless, due to extenuating circumstances the Executive Committee votes to either shorten or extend the interval.

Planning for the Caribbean Conference should begin as soon as possible after the previous conference, and the Committee should be in place by the end of the first annual meeting following a Caribbean Conference. This provides the Committee members one and one-half years to search out desirable sites. A recommendation on the next site should be presented to the Executive Committee at least six months prior to the third annual meeting after the conference, or two and one-half years before the next conference. This should provide time for the membership to be advised of the next conference site two years in advance.

Hotels and resorts in the host country should be contacted for information on facilities and rates during the same period as the selection of the host country. In the six months prior to the third meeting following a Caribbean Conference, a delegation should visit the prospective sites to negotiate the contract for the conference. It is suggested that the delegation consist of (1) the Business Manager, (2) one member of the Caribbean Conference Committee, and (3) the Vice President/Program Chair (the person who would be president during the conference).

The functions of the Caribbean Conference Committee essentially end with the selection of the conference site; however, it should remain intact until the end of the conference to serve special requests of the Executive Committee concerning the conference.

**Florida Entomological Society Past Americas/Caribbean Conference Committees
(Chairs in Bold)**

1980	D. H. Habeck G. B. Fairchild L. C. Kuitert R. I. Sailer C. M. Sutherland T. J. Walker W. H. Whitcomb D. P. Wojcik R. E. Woodruff D. G. Young	J. F. Price G. R. Buckingham C. O. Calkins F. W. Howard A. Panizzi V. H. Waddill
1981	D. H. Habeck G. B. Buckingham J. L. Knapp L. C. Kuitert F. R. Lawson E. A. Moherek T. J. Walker D. P. Wojcik R. E. Woodruff	1984 (Caribbean Conference) C. S. Barfield R. M. Baranowski F. Bennett J. Krieg N. C. Leppla W. H. Whitcomb M. L. Wright
1982	G. B. Buckingham A. Bustillo D. H. Habeck M. Pescador L. Stange B. Wibmer W. Whitcomb D. Wojcik	1985 F. W. Howard G. R. Buckingham C. O. Calkins B. M. Gregory M. L. Pescador
1983 (Americas)	M. L. Pescador R. F. Brooks G. R. Buckingham C. O. Calkins F. W. Howard A. Panizzi G. L. Wibmer V. H. Waddill	1986 ? 1987 F. D. Bennett R. M. Baranowski C. S. Barfield J. H. Frank
1983 (Caribbean Conference)	C. Barfield R. Baranowski F. Bennett	1988 J. L. Knapp 1989 J. L. Knapp 1990 (=Program Committee) 1991 ? 1992 ? 1993 J. E. Peña A. C. White J. E. Eger, Jr. M. Nance R. K. Jansson H. V. Weems, Jr.
1984 (Americas)		

- 1994 **J. E. Peña**
 A. C. White
 J. E. Eger, Jr.
 E. M. Thoms
 A. Knapp
 J. L. Knapp
 J. Arias
 M. Nance
 E. A. Moherek
 H. V. Weems, Jr.
- 1995 (= Program Committee)
- 1996 **J. H. Frank**
- 1997 **A. C. White**
 J. L. Knapp
 J. E. Peña
 J. H. Frank
- 1997 **A. C. White**
 J. L. Knapp
 J. E. Peña
 J. H. Frank
- 1998 **A. C. White**
 J. L. Knapp
 J. E. Peña
 J. H. Frank
- 1999 **A. C. White**
- 2000 **A. C. White**
- 2001 **A. C. White**

PIONEER LECTURER AWARD COMMITTEE

GUIDELINES:

- 1) Introduction and Purpose: For well over a century, a number of Florida entomologists have made outstanding contributions to entomology as a discipline as well as to the livelihood of all citizens of Florida through industry, teaching, research, and service. Many individuals can be identified as actual Pioneers of Florida entomology through their contributions. For example, contributions in areas such as the screwworm and Medfly eradication programs, the development of a model PCO industry, success in classical biological control, and mosquito abatement all can be identified with entomologists of exceptional achievement.

The Florida Entomological Society has as a major responsibility, the promotion of all aspects of entomology in our state. After many years, it seems appropriate for our society to reflect on entomology in the past by initiating an annual recognition of individuals who, in the opinion of the Society, have contributed to the genesis and development of the scientific and public efforts and accomplishments identified as Florida entomology. The individuals identified for their contributions will be recognized as Pioneers of Florida entomology. In celebration of the recognition of an Honoree, the society will sponsor a Pioneer Lecture given in remembrance of the Honoree. The Pioneer Lecture will be a focal point of the plenary session at the annual meeting of the Society.

- 2) Pioneer Lecture Committee Membership: the President of the Society appoints a five-member committee, usually for a 3-year term. Beginning in the third year of the original committee, two persons should be replaced each year. It is important that at least three members of the committee be in attendance at the annual meeting where committee meetings will be held.
- 3) Support for Pioneer Lecture: The Executive Committee of the Florida Entomological Society will authorize a \$250 annual cash award to the Presenter. In addition, the Society will pay provision of economy class airfare for Presenter, who on occasion, attends from out-of-state, and lodging but not food for any Presenter while at the meeting. Registration will also be waived. Finally, the Society will pay page charges associated with the publication of the Lecture in the Florida Entomologist. A plaque recognizing the Honoree and Presenter for each will be placed on display in the Department of Entomology, University of Florida.
- 4) Selection of Honorees and Presenters: Nominations are selected from a list of nominees generated by the Pioneer Lecture committee appointed by the President of the Society. The committee is to develop the list of both Honorees and Presenters from recommendations presented by members of the Florida Entomological Society, others in the scientific community, and within the committee if necessary. Solicitations should be made through the Newsletter, annual meetings, and in other communications initiated by the Chairman of the Pioneer Lecture Committee.

In general, selection of Honorees should focus on pioneers in entomology who were active around the turn of the century; however, active scholars and leaders whose contribution resulted in a major impact on Florida entomology in more recent times will not be excluded. Presenters should be highly productive scholars with experience in the field of the Honoree and some knowledge of the Honoree's contribution whenever possible. The presenter should be a leader in his field both at the local and national level and preferably a member of the Florida Entomological Society.

Suggested Timetable for Responsibilities:

February-March:

Chair: Prepare announcement for Feb.-March Newsletter soliciting for nominations for Pioneer Lecture Award.

May:

- 1) Committee: Select Honoree for Pioneer Lecture and Presenter (if Pioneer Honoree is deceased).
- 2) Chair: Call and send letter to Honoree/Presenter for Pioneer Lecture announcing award. Provide information on expenses reimbursed by FES for Honoree/Presenter to present the lecture at the FES annual meeting. Provide information on the scope of lecture to be presented:
 1. Several approaches to the content and topic of the Pioneer Lecture can be used; however, part of the lecture should focus on the life and contributions of the Honoree unless there is good reason for not doing so. Such a presentation will require some research on the part of the Presenter.
 2. The lecture can wholly or partly address contemporary aspects of a subject associated with the career of the Honoree or the Presenter can refer to their own discipline with some reference to how the Honoree influenced their career.
 3. The lecture should be scholarly in presentation and last no longer than 45 minutes. It can be presented in any way deemed appropriate by the Presenter.
 4. The lecture will be published in the Florida Entomologist within the year following presentation at the annual meeting. Request a written copy of lecture be given to Committee Chair at FES Annual Meeting.

June:

- 1) Committee: Prepare wording for the award certificate. If by chance the Honoree is still living, the Committee has the option to prepare a separate certificate of recognition to the Honoree.

- 2) Chair: Edit wording for award certificate and obtain approval by FES President.
- 3) Chair: Make logistical arrangements for Honoree/Presenter to attend FES Annual Meeting:
 1. Make hotel room reservations for Honoree/Presenter for FES Annual Meeting and have room and tax (but not incidentals) placed on FES master bill (Hotel will require approval of FES Business Manager to do this).
 2. Notify FES Business Manager of complimentary meeting registrations for Honoree/Presenter and need to master bill hotel room for Honoree/Presenter.
 3. Determine any additional logistical support required for Honoree/Presenter, such as transfer to and from airport to meeting hotel.

July:

- 1) Chair: Provide approved wording for the certificate to the Chair of the FES Awards Committee **no later than the first week of July**.
- 2) Chair: Confirm logistical arrangements for Honoree/Presenter.

August:

- 1) Chair: Host Honoree/Presenter at FES Annual Meeting. Confirm reimbursement for airfare, hotel transfer, and other travel expenses for Honoree/Presenter with FES Business Manager (receipts will be needed for reimbursement).
- 2) Chair: Provide written copy of lecture to Editor of Florida Entomologist. Follow-up with Honoree/Presenter if written copy not provided at FES Annual Meeting.

Florida Entomological Society Past Pioneer Lecturer Award Committees

1997	C. W. McCoy D. G. Hall J. E. Funderburk H. Denmark A. Selhime D. Williams L. Wright		J. M. Sivinski G. Buckingham
		2000	N. Leppla H. Denmark J. Lloyd G. Buckingham L. G. Peterson
1998	C. W. McCoy J. E. Funderburk J. M. Sivinski H. Denmark D. Habeck A. Selhime	2001	C. W. McCoy N. Leppla J. L. Capinera H. Denmark J. Lloyd H. Weems G. Buckingham
1999	N. Leppla J. Lloyd H. Denmark	2002	

Florida Entomological Society Past Pioneer Lecturer Honorees

1997	Screw Worm Eradication Team
1998	W. Newell
1999	G. N. Wolcott
2000	J. T. Creighton
2001	

Florida Entomological Society Past Pioneer Lecturers

1997	E. F. Knipling H. Baumhover
1998	L. Mound
1999	P. O. Lawrence
2000	M. L. Wright
2001	

OPERATING GUIDELINES COMMITTEE

GUIDELINES:

1. The initial Operating Guidelines of the Florida Entomological Society were compiled by a committee. Future guidelines will be revised and compiled by a the immediate Past-President.
2. Revised guidelines will be given to new officers/committee chairs by the incoming president when these individuals are appointed to their position in the Society. Each officer/chair should make appropriate revisions to this document and give these to the chair of the Operating Guidelines Committee by a pre-determined deadline (suggest June 1). Operating Guidelines Committee chair should actively solicit these revisions. The chair will then revise the Operating Guidelines and make them available to the incoming president by the start of the Annual Meeting
3. Funds for copying/binding of the Operating Guidelines will be needed and should be included in the annual budget. Assuming a worst-case scenario, the Operating Guidelines may contain as many as 200 pages. At \$0.05/page, each copy will cost \$10.00. If reimbursement is needed, receipts should be given to the Business Manager for reimbursement. There may be as many as 27 officers and committee chairs, so a budget of ca. \$300 is recommended.