

## Appendix II

### BYLAWS

#### Ohio Valley Entomological Association

##### PREAMBLE

In order to promote the study of entomology as a science; to improve public awareness and understanding; and to recognize the achievements of students and practitioners of entomology, the Ohio Valley Entomological Association has been organized; and to such ends the BYLAWS of which this preamble is a part, are set forth.

##### Article I

###### NAME AND DEMOGRAPHICS

**Section 1. Name.** This organization shall be known as the *Ohio Valley Entomological Association*, hereafter referred to as the **ASSOCIATION**.

**Section 2. Demographics.** The primary activity of the **Association** shall be restricted to the States of Indiana, Kentucky and Ohio.

##### Article II

###### OBJECTIVES

**Section 1.** The objectives of the **Association** are (1) to promote the study of the science of entomology; (2) to cultivate student interest in the science of entomology and to provide recognition for outstanding achievement; (3) to improve public awareness and better understanding of the science of entomology; and (4) to promote the interaction of interdisciplinary sciences and societies.

##### Article III

###### MEMBERSHIP

**Section 1. Association** membership shall be open to persons interested in entomology.

**Section 2.** Membership shall be granted by a simple majority vote at a regular meeting to persons who qualify under Section 1.

**Section 3. Membership privileges.** All members shall have equal privileges as to serving on committees, discussion at meetings and participation in **Association** activities.

**Section 4. Provisions for Resignation.** Any member may resign from **Association** membership effective at the close of any **Association** year. If desired, the resignee may file written reasons for resignation with the Secretary-Treasurer to become a part of the permanent **Association** record.

**Section 5. Termination of Membership.** The **Association** reserves the right to terminate the membership of any member upon the recommendation of the Executive Committee after due process, and by a two-thirds vote of the active membership present at any regular meeting.

**Section 6. Suspension of Membership.** The **Association** reserves the right to suspend membership of any member delinquent in payment of dues in excess of six months.

## Article IV

### OFFICERS, TERMS, DUTIES, ELECTION AND VACANCIES

**Section 1. Officers.** Officers of the **Association** shall consist of a PRESIDENT, PRESIDENT-ELECT and SECRETARY-TREASURER. The president and President-elect shall serve a term of one year each, after which the President-Elect accedes to the Presidency. The Secretary-Treasurer shall be elected biennially for a term of two years.

**Section 2. Duties.** The President shall preside at all **Association** meetings, regular or special. The President shall appoint all necessary special committees and, subject to approval by the Executive Committee, all standing committees necessary for conducting **Association** affairs.

The President-Elect shall assist the President in administrative affairs and assume the presidential duties if the President is absent from a regular or special meeting. In the event a President is unable to complete the term of office for any reason, the President-Elect shall complete that term as Acting President, the immediate Past President shall serve as President-Elect until an election is held.

The Secretary-Treasurer shall make necessary arrangements for **Association** meetings, maintain and distribute to the membership, at least annually, a roster of **Association** members, record all **Association** proceedings, maintain adequate minutes of meeting and attend to general correspondence as may be required. The Secretary-Treasurer shall collect all monies due to the **Association**, pay all bills incurred and maintain adequate records accounting of all **Association** assets. The account shall be audited annually by a committee appointed by the President. In anticipation of an absence from a regular or special meeting, the Secretary-Treasurer shall arrange for an Acting Secretary to assume the prescribed duties.

**Section 3. Election of Officers.** Officers shall be elected by Active members by a majority vote at the last regular meeting of each **Association** year. A slate of candidates shall be presented by a Nominating Committee prior to the vote. In the event that more than two nominees are presented for an office, runoff balloting shall proceed until one receives a majority of the votes cast. In the event of a tie, the Executive Committee shall be responsible for the administration of an unbiased tie breaking procedure. Newly elected officers will assume office at the last regular meeting of each **Association** year.

**Section 4. Vacancies.** Vacancy in the office of president and President-Elect shall be filled as provided in Article IV, Section 2. A vacancy in the office of Secretary-Treasurer shall be filled by the Executive Committee for the remaining portion of the **Association** year only, at which time a new Secretary-Treasurer will be elected as provided in Article IV, Section 3.

## Article V

### EXECUTIVE COMMITTEE

**Section 1. Membership.** The **Association** executive committee shall consist of the President; and four Executive committee Members-At-Treasurer; immediate Past President; and four executive committee Members-At-Large, two of which are elected annually for two-year terms.

**Section 2. Election of Executive Committee Members.** Executive Committee Members-At-Large will serve two years on the Executive Committee, except two of those initially elected who will serve only one year. Thereafter, two Executive Committee Members-At-Large will be elected annually to succeed those whose terms are expiring.

**Section 3. Voting Privilege of Presiding Officer.** The presiding officer (see Article IV, Section 2) may vote on matters considered by the Executive Committee only in the event of a tie by the other Committee Members.

**Section 4. Duties.** The Executive Committee shall have authority to transact necessary **Association** business during the interim between **Association** meeting any business transacted and action taken on behalf of the **Association**. It shall also refer to the **Association** membership all items of business requiring the consideration of action by the membership.

**Section 5. Quorum.** Five members of the Executive Committee shall constitute the necessary quorum for the transaction of **Association** business. A majority vote shall be necessary for action of any matter.

## Article VI

### ASSOCIATION YEAR AND MEETINGS

**Section 1. Association Year.** The **Association** year shall be the calendar year.

**Section 2. Regular Meetings.** A special meeting called for any purpose shall be announced by letter from the president or Secretary-treasurer mailed at least 14 days prior to the meeting date.

**Section 3. Special Meetings.** A special meeting called for any purpose shall be announced by letter from the President or Secretary-Treasurer mailed at least 14 days prior to the meeting date.

**Section 4. Quorum.** A quorum for the transaction of **Association** business at regular or special meetings shall consist of 20% of the current Active Membership.

## Article VII

### DUES

**Section 1. Amount and When Payable.** **Association** dues shall be determined by the Executive Committee and passed by a two-thirds majority vote of the Active Members present at any regular meeting. The Secretary-Treasurer shall notify members by mail before December 20 of each year that dues are payable for the **Association** year. If dues are not received by February 1, one month after becoming delinquent, the Secretary-Treasurer shall mail a second and final notice.

**Section 2. Penalty for Non-Payment of Dues.** Any member allowing dues to become more the six months delinquent shall be notified by the Executive Committee that the member will be suspended from Active **Association** membership unless delinquent dues are received within six weeks. Reinstatement of active membership shall require payment of delinquent dues plus a 20% penalty.

## Article VIII

### COMMITTEES

**Section 1. Appointment of Committees.** The President shall have authority to appoint Special Committees to consider specific items necessary for the transaction of normal **Association** business. Appointments to standing committees whose activities span more than one **Association** year may be made by the President with approval of the Executive Committee.

**Section 2. Ex-Officio Membership.** The President may serve as an Ex-Officio member of all committees except for the Nominating Committee.

## Article IX

### AMENDMENT OF BYLAWS

**Section 1. Procedure.** Amendments to Bylaws may be made by a two-thirds vote of the Active members present at any regular meeting, provided that the membership have been given written notice of the proposed amendment at least 30 days before the meeting during which it will be considered, and provided that a quorum of the members is present (Article VI, Section 4).

## Article X

### PARLIAMENTARY AUTHORITY

**Section 1.** The rules contained in *Robert's Rules of Order, Revised*, shall govern this **Association** in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.