

Maine Entomological Society Bylaws

- 1. Membership:** Membership in the Society is conferred upon individuals or families through payment of annual dues. Memberships of associated organizations are possible, and are established through discussions within the Executive Committee, which will also set annual dues for such organizations.
- 2. Dues:** Membership dues are collected to support the purpose and business of the Society. Dues are paid annually based on the calendar year, but can be paid in advance for multiple years. Special memberships are also offered such as lifetime memberships, or specially-conferred memberships. Lifetime membership dues are determined by the Executive Committee and approved by membership vote at the Annual Meeting. Honorary memberships may at times be granted by the Executive Committee in recognition of service and/or contributions to the Society, or for long-term, outstanding membership.
- 3. Financial:** The Society maintains sufficient funds for the operation of the Society's business through membership dues. Accounts may be established to accept donations for specific purposes upon approval of the Executive Committee. Donations without a specific purpose designated by the donor are deposited in the General Fund. The Treasurer and President will serve as account holders for financial instruments of the Society. An annual audit of the Society's financial operations will be performed by a qualified individual.
- 4. Elections:** Officers shall be elected on an annual basis at the Annual Meeting. Candidates must be current members of the Society in good standing. A slate of candidates for office will be presented by the Executive Committee in advance of the Annual Meeting, but nominations may also be accepted from the floor. Candidates may be self-nominated or nominated by any other member. Candidates nominated by others must indicate their willingness to run for office and to serve if elected. Officers will be elected by majority vote of members present. If any member so desires, voting will be conducted by secret ballot. Written ballots will be counted by two or more attending members of the Society who are not themselves candidates for any office. Terms of newly elected officers shall begin at the close of the Annual Meeting.

Vacancies: If any officer resigns or otherwise becomes unable to fulfill the duties of her/his office, the President may, after consultation with the other members of the Executive Committee, appoint a member of the Society to fill the vacant position until the following Annual Meeting.

5. Executive Committee Function and Responsibilities:

President: As the head officer of the Society, the President conducts Society business; communicates with members, the Executive Committee, and outside entities; prepares agendas; convenes and conducts meetings of the Executive Committee and the Annual Meeting; and arranges an annual audit of the Society's financial transactions. The President will serve as an account holder for financial, communication, and web-hosting instruments of the Society. The President shall write a column for each issue of the Newsletter to report on Society business.

Potential subcommittees, composed of members, are identified by the President, and agreed upon by the Executive Committee.

The President convenes the Annual Meeting, which typically takes place in the fall. The President conducts meetings by Robert's Rules of Order any time votes are taken.

Vice President: As chief deputy to the President, the Vice President may act on behalf of the President and shall take on the responsibilities of the President should the President be unable to fulfill those duties. The Vice President may also be charged by the President, with Executive Committee approval, to fulfill special obligations of the Society.

Treasurer: The Treasurer is responsible for maintaining all financial records of the Society. The Treasurer will serve as an account holder for financial instruments of the Society. The Treasurer disburses funds as required, and accepts dues, donations and monies in payment for the sale of MES merchandise. The Treasurer prepares an annual report to be presented at the Annual Meeting. Financial accounts maintained for the Society include the General Account and the Scholarship Account.

Secretary: The Secretary records and distributes the minutes of Executive Committee meetings and Annual Meeting, maintains the correspondence files for the Society, and maintains and updates the membership list. Annual Meeting minutes are published in the first Newsletter issue following the Annual Meeting. When requested by the Executive Committee or President, the Secretary writes and distributes internal and external communications by appropriate means.

Newsletter Editor: The Newsletter Editor prepares the primary means of communication within the Society, *The Maine Entomologist*. The Editor distributes the Newsletter mainly via email, but paper copies may be made available, via the Secretary, to members requesting it in that format. The Newsletter includes the President's column, any communications from the Executive Committee, as well as articles, news, and events of interest to the Society membership. Compensation, if any, for editorial duties will be determined by the Executive Committee.

Webmaster: The Webmaster is responsible for maintaining the Society's website, keeping it updated and creating new content as needed. Compensation, if any, for Webmaster duties will be determined by the Executive Committee.

At-large Members: At-large members actively participate in Executive Committee activities and decision-making. At-Large members may also be charged by the President, with Executive Committee approval, to fulfill special obligations of the Society.

Executive Committee Decision-Making: The Executive Committee meets when and by which means as determined by the President. The majority of members of the Executive Committee shall constitute a quorum.

Normally, any substantive proposed changes in Society business will be first approved by the Executive Committee and then communicated to members for comment, before being put to a vote by the membership. In important, time-sensitive matters, the Executive Committee may make decisions on its own. The Executive Committee approves any subcommittee formation, recommendations, and actions.

Removal: Individual members of the Executive Committee may be removed from office if approved by the majority of Society members responding to a call for such removal. In this extreme case, every effort will be made to contact as many active members as possible by the remaining members of the Executive Committee, or a subcommittee appointed for the purpose.

6. Other

Outreach, Education, and Research: The Society will conduct outreach efforts to promote awareness about the Society and to educate the general public about Maine insects and terrestrial arthropods. The Executive Committee will oversee administration of all outreach outlets. Outreach activities will be conducted via direct activities and approved collaborations with outside organizations or individuals and may include online and electronic media presence. The Society may also support research that advances the Society's mission through member participation or financial aid. Approval of such contributions will be made on a case-by-case basis by the Executive Committee.

Mazurkiewicz Scholarship Fund: The fund is maintained by the Society to be disbursed to member-applicants by vote of the Executive Committee. Scholarship funds are meant to cover education-based courses, classes, workshops, professional meetings and attendance thereof; research projects; and books and supplies for such activities. Applications are approved by the Executive Committee. Members may apply for funds by contacting the President, and need not have maintained long-standing membership. The purpose of the fund is to ease the financial burden of, or encourage a member's participation in furthering the member's capabilities in entomology. The scholarship fund is supported by one dollar of each paid membership, income from the sale of MES merchandise, and donations.

Changes to the Constitution and Bylaws: Proposed changes to the Constitution and/or Bylaws by the Executive Committee are sent to the membership for comment at least three weeks before the scheduled vote. The Newsletter is the preferred vehicle for disseminating

information about proposed changes. Adoption of any changes takes effect upon a majority vote by the members responding to the call for a vote. . The President reports such changes in the Newsletter and verifies that all Society documents are updated.

Note: The Bylaws of the Maine Entomological Society updated in 2023 in response to the adoption of a new Constitution.

Version January 3, 2023