

## **Maine Entomological Society Constitution**

**I. The name** of this organization is Maine Entomological Society, abbreviated MES, and referred to in internal documents as “the Society.”

**II. The purpose** of the Maine Entomological Society is to promote study, education, discussion, cooperation, research, and collaboration among amateurs and professionals regarding Maine insects and terrestrial arthropods.

**III. Membership** is open to anyone with an interest in Maine insects and terrestrial arthropods.

**IV. Officers and Governance:** The Society is governed by the Executive Committee composed of the President, Vice President, Secretary, Treasurer, Newsletter Editor, Webmaster, and two Members-at-Large. Executive Committee members identify potential candidates for Society offices and present their nominations in advance of the Annual Meeting. Election to office is achieved by majority vote of members present at the Annual Meeting. Officers are elected at the Annual Meeting for one-year terms.

The Executive Committee discusses and conducts Society business. The majority of Executive Committee members will constitute a quorum.

### Duties:

President: The President oversees and coordinates the internal affairs of the Society and serves as the primary point of contact for external affairs of the Society, such as contacts with news media, external organizations, and the general public.

Vice President: The Vice President assists the President in the conduct of Society business. In the event that the President is unable to carry out their assigned duties, the Vice President will assume the duties of President.

Treasurer: The Treasurer conducts the financial transactions of the Society, maintains the accounts and security of all financial instruments, collects and deposits monies for the Society, and maintains appropriate financial records to be reviewed in an annual audit.

Secretary: The Secretary maintains records of the Society’s activities and corresponds internally and externally at the direction of the President.

Newsletter Editor: The Newsletter Editor produces a newsletter for the membership four times per year focusing on Society business and news, and articles of interest to the membership.

Webmaster: The Webmaster is responsible for creating content and maintaining the function of the Society website.

Members-At-Large: Members-At-Large support the business of the Society and serve on the Executive Committee.

**V. Meetings:** The Society meets formally once per year at the Annual Meeting, usually in the fall. The Annual Meeting is called by the President. Executive Committee meetings or special meetings of the Society membership may be called by the President. Subcommittee meetings are called by the de-facto chair.

**VI. Dues:** Dues confer membership and are paid annually, although multi-year and lifetime memberships are also available.

**VII. Bylaws:** The day-to-day operations of the Society shall be regulated by the Bylaws, within the framework provided by the Constitution.

**VIII. Amendments to the Constitution:** Constitutional amendments shall be proposed by the Executive Committee and adopted by a majority of the members responding to a call for a vote.

**IX. Dissolution:** Dissolution of the Society shall take place if deemed necessary by the Executive Committee, or by a majority of the members responding to a call for a vote for dissolution. Disbursement of any funds in the Society's accounts will be determined by the majority of members responding to a call for a vote. Appropriate recipients of dispersed funds shall be established organizations that promote the study and appreciation of insects and terrestrial arthropods.

*Note: The MES Constitution is hereby re-written in 2023 to update practices with the goal to streamline business and promote engagement across the state.*

Ver 01/03/2023