

**CONSTITUTION  
AND  
OPERATING GUIDELINES  
OF THE  
GEORGIA ENTOMOLOGICAL SOCIETY**

**2008 Edition**



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## FOREWORD

The following guidelines were assimilated and developed during 2000/2001 and represent a first attempt at establishing written guidelines for the Georgia Entomological Society. They are adapted from *Guidelines for Officers and Committee Chairs* as published by the Southeastern Branch of the Entomological Society of America, and the *Operating Guidelines* of the Florida Entomological Society. These guidelines should serve several key purposes. First, because of the size of our Society, operating guidelines should help ensure continuity from year to year and provide officers and committee chairs with job descriptions that will facilitate the efficient operation of the Society. Second, the guidelines should provide the Society with a written history. Lists of previous officers and committee chairs are provided where possible, and future guidelines committees should capture the names of those who contribute to our Society. These lists will serve a practical purpose as well, because current officers or committee chairs will have a list of persons who previously filled these roles. These individuals will be a valuable resource should problems or questions arise.

These guidelines should grow and develop over time. If officers or committee chairs encounter problems that are not covered in the guidelines or if they develop procedures that improve efficiency, this information should be recorded in the guideline updates. 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. It is recommended that the Operating Guidelines Document be kept current by the immediate Past-President of the GES, and that it be passed on the newly elected President within 30 days of the annual meeting to be distributed to the new slate of officers and committee chairs.

The Operating Guidelines Committee would like to thank the Past-Presidents and other officers and committee chairs for their contributions to this document, and the Board of Directors for giving their final approval.

Compiled and edited by:  
Lance G. Peterson, President  
Georgia Entomological Society  
February 2001

**OBJECT AND PURPOSE  
OF THE  
GEORGIA ENTOMOLOGICAL SOCIETY**

The Georgia Entomological Society promotes the science of entomology and its interactions with other scientific disciplines for the advancement of science and the benefit of society, enhances the exchange and dissemination of scientific information, and assures cooperation leading to these ends. The Society shall maintain and practice a policy of nondiscrimination and equal opportunity in membership, employment and participation.

**CONSTITUTION OF THE  
GEORGIA ENTOMOLOGICAL SOCIETY, INC.**

**Article I. Name**

This Corporation chartered under laws of Georgia in the name and style of the “Georgia Entomological Society, Inc.”, herein and after called the “Society”, is formed as an educational institution, not contemplating financial gain or support.

**Article II. Purpose**

The object and purpose of the Society is to foster entomological accomplishments among its members and to promote the welfare of the entire State of Georgia through the encouragement of: (1) association and free discussion among all entomologists; (2) the preparation, reading and publication of papers; (3) the dissemination of entomological information to the general public; (4) the cooperative prosecution of a statewide insect survey; (5) publication of the *Journal of Entomological Science*.

**Article III. Membership**

**Section 1. – Original Members:** Any person designated by the incorporators at the organizational meeting of the corporation to occupy the status of “member” shall be considered as and be a member of the corporation for the term of one (1) year from the date of said meeting. Thereafter, the said incorporators shall have no further power or authority to name or appoint members of the corporation.

**Section 2. – Membership:** Membership shall be open to all persons interested in entomology, either as members or student members, without any discriminatory practices on the basis of race, color, sex, disability or national origin.

**Section 3. – Procedure to Obtain Membership:** Any person desiring to become a member of the Society shall do so by application to the Secretary/Treasurer. A person shall become such member upon the approval of a majority of the Board of Directors and the payment of such dues, as may be established by the Board of Directors.

**Section 4. – Member in Good Standing:** One who is current in payment of dues.

**Article IV. Membership Rights**

**Section 1. – Voting:** Each member or student member in good standing shall be entitled to one vote at any regular or special meeting. Voting by proxy shall not be allowed.

**Section 2. – Privileges:** All members in good standing shall have equal privileges as to presentation of papers and discussion at meetings.

**Section 3. – Journal:** Each member in good standing shall be entitled to receive, as often as published, a copy of the *Journal of Entomological Science* and any other Society publications.

**Section 4. – Termination of Membership:** Upon the cessation of membership of any member of the Society at any time and for any reason or cause, all rights, title and interest in and to any and all of the corporation’s assets shall automatically cease and terminate.

**Article V. Membership Certificates**

**Section 1. – Certificates:** Each member in good standing shall be entitled to receive such evidence of membership as may be decided upon by the Board of Directors.

Section 2. – Transfer: Evidence of membership in the Society shall not be transferable or assignable.

#### **Article VI. Dues**

Section 1. – Annual Dues: The annual dues for membership in the Society shall be such amount as may be established by the Board of Directors from time to time.

Section 2. – Time of Payment: The Board of directors shall set such times during each year, as it deems advisable, for the payment of annual dues by members. The name of a member more than one (1) year in arrears in payment of dues shall be dropped from the roll, provided two (2) notices of indebtedness shall have been mailed to him, and such member shall have no further rights, title or interest in the corporation as provided for by Article IV, Section 3, of this Constitution.

#### **Article VII. Meetings of Society**

Section 1. – Annual Meetings: The Society shall hold annual meetings at such times and places, within or without the State of Georgia, as may be designated by the Board of directors and specified in the notice thereof, for the election of Directors and such other business as may be properly brought before the meeting.

Section 2. – Registration Fees: A registration fee, in the amount to be determined by the Board of Directors, shall be paid at each annual meeting by all members and non-members who attend.

Section 2a. At the 2002 Annual Business Meeting of the GES, the By-Laws were amended to provide that: GES Fellows and Emeritus members shall be granted a 50% reduction in the annual meeting registration fee charged to the Regular Membership.

Section 3. – Special Meetings: Special meetings of the Society shall be held at any time at such place as may be specified in the waiver or notice thereof, whenever called by the President or any two (2) or more members of the Board of Directors.

Section 4. – Notice: Notice of all meetings of the Society, annual and special, stating the time, place and agenda shall be mailed to each member, by the President, Secretary/Treasurer or Directors calling the meeting, not less than seven (7) days prior to the meeting.

#### **Article VIII. Officers**

Section 1. – Officers: The officers of the Society shall consist of a President, President-Elect, Secretary/Treasurer and Historian, all of whom, except the President shall be elected by and from the membership by a majority vote of those present at the regular annual meeting or any meeting held in lieu thereof for that purpose. The first President of the Society shall be elected by and from the membership at the organizational meeting for a term extending to the next annual meeting. Thenceforth, the President-Elect shall automatically accede to the office of President at each annual meeting, or should the President be unable or unwilling to act for any reason. A Nominating Committee of three members, appointed at the annual meeting by the President, shall select nominees for such elective offices of the Society. Nominations may also be presented from the floor. The President and President-Elect shall hold office from the date of election at the annual meeting until the election of their successors at the next annual meeting and shall not be eligible for re-election to the same office for a successive term. The Secretary/Treasurer and the Historian shall hold office from the date of election at the annual meeting until election of their successors at the third following annual meeting and shall be eligible for re-election. No member may occupy more than one office at any one time.

Section 2. – Powers of President: The President shall be the chief executive officer of the Society and shall preside at all meetings of the Society and Directors, have and exercise general and active management of

the Society, execute and enforce all orders and resolutions and regulations duly adopted by the Board of Directors, execute all contracts in the name of and on behalf of the Society and perform such other duties as assigned by the Board of Directors.

Section 3. – Powers of President-Elect: In the absence of the President, or in case of his failure to act, the President-Elect shall have all of the powers of the President and shall perform such other duties as shall from time to time be imposed upon him by the Board of directors.

Section 4. – Powers of Secretary/Treasurer: The Secretary/Treasurer shall attend and keep the minutes of all meetings of the Board of Directors and Society, shall have charge of the records and seal of the Society and shall, in general, perform all of the duties incident to the office of Secretary/ Treasurer of the Society. The Secretary/Treasurer shall keep full and accurate accounts of receipts and disbursements on the books of the Society in such depository, or depositories, as may be designated by the Board of Directors. The Secretary/Treasurer shall disburse funds as may be ordered by the Board, taking proper vouchers for such disbursements; and shall render to the Board of Directors, whenever it may require, an account of all his transactions as Secretary/ Treasurer and of the annual financial condition of the Society.

Section 5. – Powers of Historian: The Historian shall maintain and be responsible for keeping a complete and accurate history of the activities of the Society from year to year.

Section 6. – Vacancies in Office: Any vacancy in the office of President-Elect, Secretary-Treasurer or Historian, however occasioned, may be filled, pending the election of his successor by the Society, by a majority vote of the remaining Directors. Should the office of President-Elect be filled by vote of the Board of Directors, the person so elected shall not become President upon the next annual meeting unless elected as such by the Society according to the procedures set forth for election of officers of the Society in Article VIII, Section 1 of this Constitution relating to nominations and elections. In such a case, a President and a President-Elect shall be elected at the annual meeting by and from the membership.

## **Article IX. Board of Directors**

Section 1. – Members and Qualifications: All properties, property rights, objects and purposes of the Society shall be managed, promoted and regulated generally by a Board of Directors to consist of the immediate Past-President, President, President-Elect, Secretary-Treasurer and Historian of the Society. Any three Directors shall constitute a quorum for the transaction of business.

Section 2. – Election and Term of Office: The members of the Board of Directors shall be installed, after their election as officers of the Society as set forth in Article VIII, Section 1 and Article XI, Section 1 hereof, at the annual meeting of the Society or at any adjourned meeting thereof, or at any special meeting called for that purpose. All Directors so elected shall serve for a term corresponding to that of the office in the Society to which each was elected by the members and thereafter until their successors are elected and accept office.

Section 3. – Annual Meetings: The Board of Directors shall meet immediately after the adjournment of the annual meeting of the members for the transaction of such business as may properly come before the Board. No notice of such annual meetings shall be required and, should a majority of the newly elected Directors fail to be present, those present may adjourn without further notice to a specified future time.

Section 4. – Other Meetings: The Board of Directors shall not be required by this Constitution to hold regular meetings but may, by resolution, establish such order of meetings, as it deems desirable. Special meetings of the Board shall be held at any time at such places as may be specified in the notice of waiver thereof, whenever called by the President or any two (2) or more Directors.

Section 5. – Notice: Notice of all meetings of the Board of Directors, other than the annual meeting, stating the time, place and agenda for which the meeting has been called, shall be given to each Director by the President or Directors calling the meeting not less than three (3) days prior to the meeting.

Section 6. – Vacancies on Board of Directors: Any vacancy in the office of any Director, however occasioned, may be filled, pending the election of the successor by the Society, by a majority vote of the remaining Directors.

#### **Article X. Publications**

Section 1. – Journal: The official publication of the Society shall be the *Journal of Entomological Science*.

Section 2. – Editor: The *Journal of Entomological Science* shall be edited and published by the Editor. The Editor shall be appointed by the Board of Directors for a 3-year term and may succeed himself. The Editor may appoint an Associate Editor for a 1-year term.

Section 3. – Editorial Board: The Editor, Associate Editor and Section Editors may enlist the services of other persons where special needs exist. There shall be six (6) Section Editors who are Society Members, which are each appointed for 3-year terms. Terms will be staggered so that two (2) Section Editors will retire each year. No Section Editor may serve two (2) successive terms. Each year the Editor shall nominate a slate of two (2) members for each of the retiring Section Editor positions, from which the Board of Directors shall appoint one (1) for each position.

Section 4. – Journal Support: An amount of no less than 40% but not more than 70% of the Georgia Entomological Society annual membership dues shall be deposited each year into the *Journal of Entomological Science* operating account. The Society's Board of Directors, in consultation with the Journal Editor and the Business Manager, shall establish the actual percentage each year.

Section 5. – Business Manager: The Business Manager shall be responsible for all commercial and financial matters relating to the *Journal of Entomological Science*. The Business Manager shall be appointed by the Board of Directors for a 3-year term and may succeed himself.

#### **Article XI. Miscellaneous Provisions**

Section 1: All checks and drafts shall be signed in such a manner as the Board of Directors may from time to time determine.

Section 2: At all duly constituted meetings of the Society or the Board of Directors of the Society, thirty (30) members in good standing or three (3) Directors, respectively, present shall constitute a quorum for the transaction of any business presented at such meetings.

Section 3: All notices required to be given by this Constitution, relative to any regular or special meeting of the Society or the Board of Directors, may be waived by the Directors or members entitled to such notice, either before or on the date of the meeting and shall be deemed equivalent thereto.

Section 4: In matters of procedure not stipulated by the Articles of Incorporation or Bylaws, the authority followed shall be Robert's Rules of Order.

#### **Article XII. Amendments**

Section 1. This Constitution may be altered or amended or By-Laws adopted by a majority vote of the quorum present at any annual or special meeting thereof, provided that the notice of such proposed amendment or By-Laws shall have been set forth in the notice of the meeting.

## GUIDELINES FOR OFFICERS AND COMMITTEE CHAIRS

### OFFICERS:

#### PRESIDENT

#### General Charge of Responsibilities by Georgia Entomological Society Constitution:

##### Article VII. Sections 1 & 2. – Officers & Powers of President:

The President-Elect shall automatically accede to the office of President at each annual meeting. The President shall hold office until the next annual meeting and shall not be eligible for re-election to the same office for a successive term.

The President shall be the chief executive officer of the Society and shall preside at all meetings of the Society and Directors, have and exercise general and active management of the Society, execute and enforce all orders and resolutions and regulations duly adopted by the Board of Directors, execute all contracts in the name of and on behalf of the Society and perform such other duties as assigned by the Board of Directors.

#### 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. Committee assignments should be completed before the September Board of Directors meeting. Once Committee appointments are final, send a copy of Committee memberships to the Board of Directors and to the Website Chairman for publication on the GES Website. The Chairperson of the Program Committee is the President-Elect.
2. The President should receive copies of the most recently revised Operating Guidelines from the Past-President at Annual Meeting. He should have them available for all new officers and newly appointed Committee Chairmen.
3. The President should coordinate activities with the Awards, Student Affairs, Membership, Public Relations, and especially Program and Local Arrangements Committees.
4. The President shall serve on the Founder's Lecture Series Committee, and assist in the selection of the Founder Award Honoree and Lecturer. The President assists the Program Committee Chair in **planning the Founder's Lecture Award session to be held during the Annual Meeting.**
5. The President shall 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 February or March, prior to the April annual meeting. This visit should include the President, the Secretary/Treasurer, 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.
6. The President shall assist the Secretary/Treasurer with formulation of a tentative budget for the coming year (November-December).
7. The President shall make sure award certificates and plaques are ordered in coordination with the Secretary/Treasurer and Chairperson of the Awards Committee.

8. The President shall prepare agendas for the Board of Directors Meetings, Preliminary Business Meeting, Awards Banquet, and Final Business Meeting.
9. The President shall prepare and deliver a brief “Message from the President” talk to be presented at the opening annual business meeting. The subject matter and length is totally optional.
10. The President shall 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 and inform them by note included with the registration materials that they will be seated at the head table (optional).
11. The President shall notify members of the Board of Directors and all Committee Chairs regarding the time and location of any specially called Board of Directors meetings.
12. The President shall preside over the Board of Directors Meeting, the Preliminary Business Meeting, the Awards Banquet, and the Final Business Meeting of the Annual Meeting.
13. The President shall turn over the gavel to the incoming President (President-Elect) at the close of the Final Business Meeting.
14. The President shall write thank you letters to all Officers and Committee Chairs that served the Society with him during the year.

### Georgia Entomological Society Presidents

1937	C. H. Alden	1984	W. Louis Tedders, Jr.
1938	C. H. Alden	1985	Herbert Womack
1939	Theodore L. Bissell	1986	J. B. O'Neil
1940	P. M. Gilmer	1987	J. Larry Zettler
1941	C. H. Alden	1988	James H. Oliver, Jr.
1942	M. M. Murphey, Jr.	1989	Louise G. Henry
1944	P. W. Fattig	1990	William L. Tietjen
1946	Oliver I. Snapp	1991	Jerry A. Payne
1948	W. H. Clarke	1992	James R. Collins
1949	Horace O. Lund	1993	T. Don Canerday
1950	J. C. Alden	1994	Michael A. Mullen
1951	G. G. Rohwer	1995	Keith H. Griffith
1952	W. G. Bruce	1996	Frank E. French
1953	William F. Turner	1997	Robert E. Lynch
1954	W. E. Blassingame	1998	Sandy Newell
1955	F. E. Allison	1999	James D. Dutcher
1956	Cedric R. Jordan	2000	James E. Carpenter
1957	H. E. Johnson	2001	Lance G. Peterson
1958	Clifford M. Beckham	2002	Daniel V. Hagan
1959	H. Laudani	2003	James L. Hannula
1960	J. W. Maxwell	2004	G. David Buntin
1961	O. K. Fletcher, Jr.	2005	Wayne A. Gardner
1962	W. W. Wells	2006	Robert M. McPherson
1963	E. W. Beck	2007	John N. All
1964	Loy W. Morgan	2008	S. Kristine Braman
1965	H. H. Tippins		
1966	H. L. Pollard		
1967	H. D. Purswell		
1968	J. W. Kilpatrick		
1969	Preston E. Hunter		
1970	R. B. Comoly		
1971	R. Davis		
1972	L. M. Redlinger		
1973	J. B. O'Neil		
1974	Rudolph T. Franklin		
1975	Horace O. Yates, III		
1976	Jerry E. Payne, Sr..		
1977	V. Rodney Coleman		
1978	R. H. Perstage		
1979	R. B. Henderson		
1980	James O. Howell		
1981	Alton N. Sparks		
1982	U. Eugene Brady, Jr.		
1983	R. F. Nash		

## **PAST-PRESIDENT**

### **Article IX. Section 1 – Board of Directors, Members & Qualifications:**

The Board of Directors will consist of the immediate Past-President, the President, the President-Elect, the Secretary-Treasurer and the Historian.

#### **GUIDELINES:**

1. For the year immediately following his year as President of the Society, the out-going President will continue to serve on the Board of Directors as Past-President.
2. In addition to attending Board of Directors Meetings and the Annual Business Meeting, at the discretion of the President, the Past-President may be appointed as Chair of the Nominations Committee and Chair of the Operating Guidelines Committee.

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

## **PRESIDENT-ELECT**

### **General Charge of Responsibilities by Georgia Entomological Society Constitution:**

#### **Article VII, Section 1 & 3. – Officers & Powers of President-Elect:**

The President-Elect shall hold office from the date of election at the annual meeting until the election of his successor at the next annual meeting and shall not be eligible for re-election to the same office for a successive term.

In the absence of the President, or in case of his failure to act, the President-Elect shall have all of the powers of the President and shall perform such other duties as shall from time to time be imposed upon him by the Board of directors.

#### **GUIDELINES:**

1. The President-Elect shall serve on the Board of Directors
2. The President-Elect shall be automatically charged with the role of Program Chairman for the next annual meeting of the Society.

***SEE [PROGRAM COMMITTEE](#) FOR ADDITIONAL GUIDELINES***

### Georgia Entomological Society Past President-Elects

1980 Alton N. Sparks  
1981 U. Eugene Brady  
1982 R. F. Nash  
1983 W. Louis Tedders, Jr.  
1984 Herbert Womack  
1985 J. B. O'Neil  
1986 J. Larry Zettler  
1987 James H. Oliver, Jr  
1988 Louise G. Henry  
1989 William L. Tietjen  
1990 Jerry A. Payne  
1991 James R. Collins  
1992 T. Don Canerday  
1993 Michael A. Mullen  
1994 Keith H. Griffith  
1995 Frank E. French  
1996 Robert E. Lynch  
1997 Sandy Newell  
1998 James D. Dutcher  
1999 James E. Carpenter  
2000 Lance G. Peterson  
2001 Daniel V. Hagan  
2002 James L. Hanula  
2003 G. David Buntin  
2004 Wayne A. Gardner  
2005 Robert M. McPherson  
2006 John N. All  
2007 S. Kris Braman  
2008 John Ruberson

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## SECRETARY/TREASURER

### General Charge of Responsibilities by Georgia Entomological Society Constitution:

#### **Article VII, Section 1 & 4. – Officers & Powers of Secretary/Treasurer:**

The Secretary/Treasurer shall hold office from the date of election at the annual meeting until the election of his successor at the third (3<sup>rd</sup>) following annual meeting and shall be eligible for re-election.

The Secretary/Treasurer shall attend and keep the minutes of all meetings of the Board of Directors and Society, shall have charge of the records and seal of the Society and shall, in general, perform all of the duties incident to the office of Secretary/Treasurer of the Society. The Secretary/ Treasurer shall keep full and accurate accounts of receipts and disbursements on the books of the Society in such depository, or depositories, as may be designated by the Board of Directors. The Secretary/Treasurer shall disburse funds as may be ordered by the Board, taking proper vouchers for such disbursements; and shall render to the Board of Directors, whenever it may require, an account of all his transactions as Secretary/Treasurer and of the annual financial condition of the Society.

#### **GUIDELINES:**

1. Work with the new GES President to complete a list of members of the Board of Directors along with chairs and members of each standing and *ad hoc*-committee.
2. The GES President will hold 2 or more Board of Directors meetings each year, the final meeting being held during the GES annual meeting. The GES Secretary/Treasurer is responsible for sending meeting announcements to members of the Board of Directors and committee chairs.
3. The Secretary/Treasurer is also responsible for minutes of each Board of Directors meeting. The President usually prepares and hands out an agenda for each meeting. The results of the formal acceptance by the Board of Directors of previous minutes, the Secretary/Treasurer's Financial Report, and of all other matters requiring a vote are presented within the minutes. (A quorum for a Board of Directors meeting is 3 or more Directors). To ensure an accurate list of GES members attending each meeting, the Secretary/Treasurer may pass around a sign-in sheet.
4. The Secretary/Treasurer 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. The Web Master may request a copy of the minutes from each Board of Directors meeting for posting on the web.
5. Prior to the last Board of Directors meeting during a president's term, the Secretary/ Treasurer should review all minutes of prior meetings and bring all unfinished business items to the President's attention. The last Board of Directors meeting is held at the annual meeting site prior to the Annual GES Business Meeting.
6. Annual Business Meeting. GES holds an annual business meeting each year during the annual GES Meeting. All members of the Society are encouraged to attend and participate. The Secretary/Treasurer is responsible for taking a count of members present during this meeting. Thirty members (30) in good standing constitute a quorum for the business meeting. The meeting will open with a motion to accept the minutes from the previous Annual Meeting, which will have been published on the GES web site. 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 Board of Directors meeting.
7. If a Necrologist has not been appointed, the Secretary/Treasurer should read a list of deceased GES members at the Annual Meeting and ask for a minute of silence. The Secretary/ Treasurer is responsible for maintaining minutes of the Annual Business Meeting and submitting these minutes for publication on the GES web site, as described below. It will be to the Secretary/ Treasurer's advantage to

obtain a copy of the report from each committee chair, as it should appear on the web (a copy of the report on diskette in Microsoft Word or as an ASCII file in addition to a hard copy of the report).

8. Edited minutes of the Annual GES Business Meeting. The Secretary/Treasurer is responsible for preparing minutes of the Annual Business Meeting for publication on the GES web site. Also, the Secretary/Treasurer may need to help handle preparing any photographs of keynote speakers, award winners, new GES President, etc., in a camera-ready form for publication on our web site to accompany the edited minutes. Pertinent components of the minutes include:

- Secretary/Treasurer's Financial Report, January 1 through December 31, including the number of registrants at the annual meeting.
- Report of the Fiscal Committee.
- Report of the Program Committee, including the number of regular papers, poster, symposia and workshops, and the number of student papers and posters.
- Name the Founder, the Founder's Award Lecturer and the Keynote Speaker(s).
- Report of the Honors and Awards Committee, including some or all of the following awards:
  - a. Newly elected GES Fellows
  - b. Certificate(s) of Appreciation.
  - c. Recognition of the out-going president.
  - d. Any other special awards.
  
- Report of the Student Affairs 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.
- Report of the Resolutions Committee.
- Report of the Membership Committee, including the number of full, student, honorary, emeritus and sustaining members, as of June 30.
- Report of the Publications Committee, including the number of pages published in the previous year's volume of the *Journal of Entomological Science*.
- Report of the Nominating Committee, including names of nominees and the individual(s) 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.
- Report of the Meeting Site committee, including when and where the next annual meeting will be held.
- Necrology Report.
- Other committee reports as appropriate.
- A list of current Fellows of the Society.
- A list of Board of Director meetings, dates and locations.

9. Prior to publishing the edited minutes, the Board of Directors should review and vote whether or not to accept the edited minutes as presented for publication on the GES web site. A statement, that the Board of Directors has accepted the minutes, should be included with the edited minutes on the web.

10. The Secretary/Treasurer shall collect all moneys due, pay all bills incurred by the Society, submit a report at each annual meeting and comply with all other duties of the position description established by the Board of Directors.

- 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 GES mail and an Internet account for GES email, will be maintained for the Secretary/Treasurer by the Society.
  
- Maintain a ledger to keep an accurate account of all funds received for the Society.

- Send new members a welcome card, and advise them as to when they should receive their first journal.
- Members in arrears for more than one year will 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).

11. 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 Secretary/Treasurer 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 Secretary/Treasurer in accomplishing some tasks.

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

13. Send the Financial Committee monthly statements (Bank Statements & Investments information). Keep an organized and accurate up-to-date record of all financial transactions; submit a report at each Board of Directors meeting on receipts, disbursements and balances of the society general.

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

15. Present financial reports at the Board of Directors meetings including receipts, disbursements and balances of the funds for the Society.

16. Assist planning and attend annual meetings. For the annual meeting, provide advice 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. The Secretary/Treasurer is encouraged to make a pre-meeting visit with members of the Local Arrangement's Committee to make meeting arrangements.

The Society will reimburse the Secretary/Treasurer for:

- Reasonable expenses incurred during pre-meeting trips made to make arrangements for annual meetings, including travel, room and board.
- Other reimbursements requested by the Secretary/Treasurer as deemed appropriate by the Board of Directors.

### Georgia Entomological Society Past Secretary/Treasurers

1938	Horace O. Lund	1974	Richard B. Chalfant
1939	Horace O. Lund	1975	Richard B. Chalfant
1940	Horace O. Lund	1976	Richard B. Chalfant
1941	Horace O. Lund	1977	Richard B. Chalfant
1942	Horace O. Lund	1978	Richard B. Chalfant
1943	Horace O. Lund	1979	Richard B. Chalfant
1944	C. H. Alden	1980	Donald A. Nordland
1945	C. H. Alden	1981	Donald A. Nordland
1946	C. H. Alden	1982	Donald A. Nordland
1947	C. H. Alden	1983	Donald A. Nordland
1948	P. M. Gilmer	1984	Donald A. Nordland
1949	P. M. Gilmer	1985	Donald A. Nordland
1950	Horace O. Lund	1986	James D. Dutcher
1951	Horace O. Lund	1987	James D. Dutcher
1952	Horace O. Lund	1988	James D. Dutcher
1953	Horace O. Lund	1989	James D. Dutcher
1954	Horace O. Lund	1990	James D. Dutcher
1955	Horace O. Lund	1991	James D. Dutcher
1956	Horace O. Lund	1992	G. David Buntin
1957	Horace O. Lund	1993	G. David Buntin
1958	Horace O. Lund	1994	G. David Buntin
1959	Hamlin H. Tippins	1995	G. David Buntin
1960	Hamlin H. Tippins	1996	G. David Buntin
1961	Hamlin H. Tippins	1997	G. David Buntin
1962	G. H. Kaloostian	1998	Paul Guillebeau
1963	J. H. Giradeau, Jr.	1999	Paul Guillebeau
1964	J. H. Giradeau, Jr.	2000	Paul Guillebeau
1965	L. M. Redlinger	2001	Paul Guillebeau
1966	L. M. Redlinger	2002	Paul Guillebeau
1967	L. M. Redlinger	2003	Paul Guillebeau
1968	L. M. Redlinger	2004	Paul Guillebeau
1969	L. M. Redlinger	2005	Paul Guillebeau
1970	L. M. Redlinger	2006	Paul Guillebeau
1971	V. Rodney Coleman	2007	Paul Guillebeau
1972	V. Rodney Coleman	2008	Paul Guillebeau
1973	V. Rodney Coleman		

## **HISTORIAN**

### **General Charge of Responsibilities by Georgia Entomological Society Constitution:**

#### **Article VII, Section 1 & 5. – Officers & Powers of Historian:**

The Historian shall hold office from the date of election at the annual meeting until the election of his successor at the third (3<sup>rd</sup>) following annual meeting and shall be eligible for re-election.

The Historian shall maintain and be responsible for keeping a complete and accurate history of the activities of the Society from year to year.

#### **GUIDELINES:**

1. The Historian shall serve on the Board of Directors.
2. The Historian shall keep a record and a report of all activities, award winners and notable events at each Board of Directors meeting, Society Annual Meeting and other official events.
3. The Historian shall take photographs of award winners at the annual meeting Awards Dinner.

### Georgia Entomological Society Past Historians

1983		1996	Richard B. Chalfant
1984		1997	Richard B. Chalfant
1985		1998	Richard B. Chalfant
1986		1999	Richard B. Chalfant
1987		2000	Richard B. Chalfant
1988		2001	Richard B. Chalfant
1989		2002	None
1990		2003	None
1991		2004	None
1992		2005	None
1993	Richard B. Chalfant	2006	Nancy Hinkle
1994	Richard B. Chalfant	2007	Nancy Hinkle
1995	Richard B. Chalfant	2008	Nancy Hinkle

## STANDING COMMITTEES

### JOURNAL PUBLICATIONS COMMITTEE

The Committee oversees the review of articles and publication of the *Journal of Entomological Science*. The Publications Committee consists of the Editor, Associate Editor, Business Manager and the various Subject Editors.

#### EDITOR:

#### General Charge of Responsibilities by Georgia Entomological Society Constitution:

**Article X. Section 2. – Editor:** The *Journal of Entomological Science* shall be edited and published by the Editor. The Editor shall be appointed by the Board of Directors for a 3-year term and may succeed himself. The Editor may appoint an Associate Editor for a 1-year term.

#### GUIDELINES:

1. The Editor of the *Journal of Entomological Science* Shall serve as Chairman of the Publications Committee and Editorial Board, be knowledgeable of the edito

rial policies of the *Journal of Entomological Science*, work closely with the Associate Editor, Subject Editors and authors in reviewing and selecting manuscripts for publication in the *Journal of Entomological Science*, and comply with all other duties of the position description established by the Board of Directors.

2. Appointment of Associate Editor: The Editor will appoint an Associate Editor to assist him with the functions of Editor (subject to the approval of the Board of Directors). This Associate Editor may serve successive terms.

3. Appointment of Subject Editors: The Editor will determine the need for subject area specialists and appoint appropriate Subject Editors, subject to the approval of the Board of Directors. The Editor will provide guidance and support for these editors, evaluate their performance, and act as arbiter of disputes between Subject Editors and authors. Dismissal of a Subject Editor during a term of appointment will be subject to approval by the Board of Directors.

4. The Editor is invited to attend all Board of Directors meetings and is asked to make an annual report on the fiscal status of the *Journal of Entomological Science* including receipts, disbursements and balances of the funds for the Journal.

5. Notify subscription companies of rates for each year's *Journal of Entomological Science*. Make corrections to mailing addresses for returned journals and reship to the members, in the next supplementary mail out.

## **EDITORIAL BOARD:**

### **General Charge of Responsibilities by Georgia Entomological Society Constitution:**

**Article X, Section 3. – Editorial Board:** The Editor, Associate Editor and Subject Editors may enlist the services of other persons where special needs exist. There shall be six (6) Subject Editors who are Society Members, which are each appointed for 3-year terms. Terms will be staggered so that two (2) Subject Editors will retire each year. No Subject Editor may serve two (2) successive terms. Each year the Editor shall nominate a slate of two (2) members for each of the retiring Subject Editor positions, from which the Board of Directors shall appoint one (1) for each position.

## **GUIDELINES:**

1. The *Journal of Entomological Science* (formerly *The Journal of the Georgia Entomological Society*) is published quarterly under the auspices of the Georgia Entomological Society, Inc. A subscription automatically accompanies membership in the Society. Subscriptions to libraries and other organizations are \$50.00 per year; payment should be sent to the Business Manager, *Journal of Entomological Science*, Department of Entomology, Georgia Experiment Station, Griffin, GA 30223-1797. **Payment of foreign dues, subscriptions, or invoices must be made by International Postal Money Order or by draft on a U.S. bank and payable in U.S. dollars.**

2. The *Journal of Entomological Sciences* (ISSN 0749-8004) is published quarterly (January, April, July and October) by the Georgia Entomological Society, Inc., Georgia Experiment Station, Griffin, GA 30223-1797. The Sheridan Press, 450 Fame Ave., Hanover, PA 17331, prints the Journal. Postmaster: Send change of address forms to Georgia Entomological Society, c/o Paul Guillebeau, Department of Entomology, 413 Biosciences Building, University of Georgia, Athens, GA 30602.

### **3. INSTRUCTIONS TO AUTHORS:**

- **Manuscript Preparation:** Submit an original and three copies of all manuscripts to the Editor, Journal of Entomological Science, Department of Entomology, Georgia Experiment Station, Griffin, GA 30223 USA. Type all manuscripts double-spaced on one side of 8.5 x 11 inch non-erasable bond paper. Underline only to denote italic type. Bold all headings and authors names in the References Cited section. All measurements must be given in metric or in metric and English units. Number pages consecutively, beginning with the title page. Begin each of the following sections on a separate page and arrange in this order, title page, abstract, text, acknowledgments, references cited, footnotes, tables, figure captions, and figures. Key words are to be listed with the abstract and should be carefully selected as these are the only words which will be used in indexing. The **Title page** must contain the name, address, and telephone number of the corresponding author in the upper right corner, a brief and informative title of the manuscript in the center (bold, upper and lower case print), a listing of the complete names of all authors below the title, institutional affiliation where the research was conducted, and the running head. Use numbered footnotes for authors not affiliated with the research institutional, leaving the first footnote to denote receipt and acceptance dates. The **Text** should be divided into an Introduction, Materials and Methods, Results and Discussion, except for Notes (see below). Type all **Tables** double-spaced with each table starting on a new page. For maximum size and definition, full-page **Figures** and **Illustrations** should be submitted in a proportion of 3.5, including all legends. Photographs must be on glossy paper.
- **Notes:** The Journal publishes Notes of original research. Notes do not contain abstracts or separate sections for the introduction, Materials and Methods, Results and Discussion, Acknowledgments, and References Cited. References are cited in the text by authors last name, date, and journal or book citation. Acknowledgments are the last paragraph of the manuscript.
- **Page Charges:** A charge of \$20 per page (or portion thereof) will be made for all halftone photographs, line drawings, charts and graphs in addition to \$55 per page (\$70 for immediate

publication) for publication. Normal tables are treated as text. Complex tables may be subject to additional surcharges. Page charges are subject to change without notice. **Page charges will be reduced by \$5 per page for those manuscripts with Georgia Entomological Society members in good standing as senior authors.**

- **Editorial Review:** Scientists qualified to judge the scientific merit of the research review all manuscripts. Acceptance or rejection, however, is the decision of the Subject Editor and the Editor. Appeal of a rejected manuscript should be made to the Editorial Board c/o The Editor.

**Georgia Entomological Society Past Editors of the *Journal of Entomological Science***

<b>Year (Volume)</b>	<b>Editor</b>	<b>Associate Editor</b>	<b>Business Manager</b>
1966 (v. 1)	Horace O. Lund	Robert Davis	J.H. Girardeau
1967 (v. 2)	Horace O. Lund	Robert Davis	J.H. Girardeau
1968 (v. 3)	Horace O. Lund	Henry R. Herman, Jr.	J.H. Girardeau
1969 (v. 4)	Horace O. Lund	Henry R. Herman, Jr.	J.H. Girardeau
1970 (v. 5)	Horace O. Lund	Henry R. Herman, Jr.	J.H. Girardeau
1971 (v. 6)	Horace O. Lund	Henry R. Herman, Jr.	Harry O. Yates, III
1972 (v. 7)	Horace O. Lund	Henry R. Herman, Jr.	Harry O. Yates, III
1973 (v. 8)	Horace O. Lund	Henry R. Herman, Jr.	Harry O. Yates, III
1974 (v. 9)	Horace O. Lund	Henry R. Herman, Jr.	Harry O. Yates, III
1975 (v. 10)	Horace O. Lund	Henry R. Herman, Jr.	Harry O. Yates, III
1976 (v. 11)	Horace O. Lund	Henry R. Herman, Jr.	James O. Howell
1977 (v. 12)	Horace O. Lund	Henry R. Herman, Jr.	James O. Howell
1978 (v. 13)	Horace O. Lund	Henry R. Herman, Jr.	J. Larry Zettler
1979 (v. 14)	Horace O. Lund	Henry R. Herman, Jr.	J. Larry Zettler
1980 (v. 15)	Horace O. Lund	Henry R. Herman, Jr.	J. Larry Zettler
1981 (v. 16)	Horace O. Lund	Harry O. Yates, III	J. Larry Zettler
1982 (v. 17)	Horace O. Lund	Harry O. Yates, III	J. Larry Zettler
1983 (v. 18)	Horace O. Lund	Harry O. Yates, III	J. Larry Zettler
1984 (v. 19)	Horace O. Lund	Harry O. Yates, III	J. Larry Zettler
1985 (v. 20)	Horace O. Lund	Harry O. Yates, III	William Bruce
1986 (v. 21)	James O. Howell	Harry O. Yates, III	William Bruce
1987 (v. 22)	James O. Howell	Harry O. Yates, III	William Bruce
1988 (v. 23)	Harry O. Yates, III	Dan L. Horton	William Bruce
1989 (v. 24)	Harry O. Yates, III	Dan L. Horton	Wayne A. Gardner
1990 (v. 25)	Harry O. Yates, III	Dan L. Horton	Wayne A. Gardner
1991 (v. 26)	Harry O. Yates, III	Daniel V. Hagan	Wayne A. Gardner
1992 (v. 27)	Harry O. Yates, III	Daniel V. Hagan	Wayne A. Gardner
1993 (v. 28)	Harry O. Yates, III	G. David Buntin	Wayne A. Gardner
1994 (v. 29)	Wayne A. Gardner	G. David Buntin	S. Kristine Braman
1995 (v. 30)	Wayne A. Gardner	G. David Buntin	S. Kristine Braman
1996 (v. 31)	Wayne A. Gardner	G. David Buntin	S. Kristine Braman
1997 (v. 32)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
1998 (v. 33)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
1999 (v. 34)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2000 (v. 35)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2001 (v. 36)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2002 (v. 37)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2003 (v. 38)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2004 (v. 39)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2005 (v. 40)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2006 (v. 41)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2007 (v. 42)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill
2008 (v. 43)	Wayne A. Gardner	G. David Buntin	Susan T. Thornhill

## PROGRAM COMMITTEE

### General Charge of Responsibilities by Georgia Entomological Society:

#### GUIDELINES:

The President-Elect historically serves as Chairperson of this committee. The committee shall also include the Local Arrangements Chairman and the Secretary/Treasurer and may involve additional people as needed. This committee shall solicit and schedule speakers and posters, compose and distribute a written program, and in conjunction with the Board of Directors and Local Arrangements Committee, coordinate all activities necessary for the annual meeting.

The President and Secretary/Treasurer should be copied on correspondence concerning the meeting. The Secretary/Treasurer 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 Secretary/Treasurer 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, to identify appropriate room assignments and refreshment breaks, etc.
- 2) Chair: Obtain GES stationery and envelopes from the Secretary/Treasurer. If stamps need to be purchased, be sure to get a receipt for reimbursement from the Secretary/Treasurer.
- 3) Committee: The Founder's Lecture Committee will usually make a recommendation **for the individual to be honored, the speaker and the topic**. Nonetheless, the Program Committee has the liberty to arrange for a special Keynote speaker and topic or may assemble an appropriate Symposium.
- 4) Chair: If the Program Committee selects a Keynote speaker, confirm in writing with the speaker the dates and location for the presentation, travel/meeting expenses GES that will cover, honorarium if offered. Copy the Program Chair and GES Secretary/Treasurer on this letter.
- 5) Committee: Begin soliciting symposium organizers through personal contacts.
- 6) Chair: Submit announcement for call for symposium/workshop organizers to Web Master and the Secretary/Treasurer for inclusion in the mass mailing (see appended example).

##### October:

- 1) Chair: Submit first call for papers, posters and symposia for the annual meeting to the GES web site and to the Secretary/Treasurer for the November/December mass mailing (See appended example). Also send this information to the editor of *Journal of Entomological Science*. 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 February 15 has usually been used for submitting titles for posters and papers.
- 2) Chair: Confirm budget for the annual meeting at the September Board of Directors meeting. The budget should include funding of keynote and invited speakers and awards for student presentations. **Do not commit funds to symposia chairs or speakers until Executive Committee approval is obtained.**

**December:**

- 1) Chair: Finalize selection of the Program Committee. Symposia organizers become automatic members of the committee. The Chair of the Industry Panel Committee (responsible for Industry contributions and organizing the Industry Panel presentations) and Chair of Local Arrangements Committee should be included.
- 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 February 1<sup>st</sup>, or at least about 2 weeks earlier than the submitted paper deadline.
- 3) Co-Chair: Make final determination of Audio Video needs for the meeting and establish if GES will provide or rent. If GES 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 large screen, a 35 mm slide projector with an extra bulb for each projector, a computer and LCD computer 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. GES owns laser pointers and battery-powered timers, which the Secretary/Treasurer usually stores.
- 4) Chair: Submit second call for papers and a meeting Registration form (See appended example) to Web Master for the web site. The registration form should be developed with the approval of the host Hotel and reviewed by the Secretary/Treasurer. It should be sent out to the general membership by mail.
- 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 E-mail, FAX and phone numbers, as many of these will arrive by E-mail.
- 6) Chair: Review hotel registration materials. The hotel registration form can be sent along with a GES meeting pre-registration form in one mailing. All GES members must receive this information (the Secretary/Treasurer 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.

**January:**

- 1) Co-Chair: Consider inviting 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 GES to the dignitary. In addition to (or in lieu of) the local dignitary, a representative of the hotel could be invited to provide the welcome.
- 2) Chair: Select time, date and location for meeting of the Program Committee to finalize the program. This meeting should be about 20 days after the deadline for submitted papers. Send letters to Program Committee members to confirm date, time and location of the mid-March Program Committee meeting to assemble the program.

- 3) Obtain pictures and biographies of the GES Founders Honoree and the Founder's Lecturer and edit for inclusion on the web page and in the program.
- 4) Chair and Co-Chair: A site visit by the Local Arrangements Chair, Secretary/Treasurer 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 4' x 8' in size, easels for meeting room signs, etc., and all costs the hotel will charge GES). Establish that only the Secretary/Treasurer and the Local Arrangements Chair are cleared to sign for additional hotel charges. At the end of this meeting, the conference coordinator should agree to prepare a detailed list of all arrangements including cost of coffee breaks, banquet, social, equipment, etc. The Local Arrangements Chair should work with the conference coordinator to finalize these arrangements in writing.

#### **February:**

- 1) Chair: Complete entry of all presentations into computer files. Send confirmation notices to presenters and symposia titles to respective organizers. Confirm with Founders' Lecture Series Committee and with invited speaker for Opening Session.
- 2) 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.
- 3) Obtain photograph of current President, and photos of Founder Honoree and Founders' Lecturer for inclusion in the program
- 4) Submit copy of finalized program to Web Master for inclusion on the GES Web site.
- 5) Chair: Confirm with Chair of Student Activities Committee that judges, judging procedures and moderators for the student competition have been determined.
- 6) Chair: Contact proposed session moderators by phone to confirm their availability.

#### **March:**

- 1) Chair: **First week** - Submit complete program (hard copy and one on diskette), to the printer (GA Cooperative Extension Printing Services in Tifton). Make sure the Secretary/Treasurer provides the printer with mailing labels and information regarding the number of programs to be printed. Request that the printer provide you with a few extra copies of the program that may be requested from you directly. Symposia organizers are responsible for providing their speakers with copies of the program.

- 2) Chair: After the Program is completed, apply for Pesticide License Recertification Credit for the meeting.

Currently: Doug Jones (djones@agr.state.ga.us) or call (404)-656-4958 or mail to:

Georgia Department of Agriculture  
Pesticide Division  
19 M.L.K. Jr. Drive, Room 550  
Atlanta, GA 30334

- 3) Chair: Provide the hotel's Conference Coordinator a copy of the printed program.

#### **April:**

- 1) Chair: **One week prior to the meeting** - compile a list of any last minute changes to the program, print 100 copies and hand carry them to the meeting for distribution.
- 2) Chair: Make poster board signs for each meeting room, to hold session contents page, slide review room, special events announcements, registration desk, poster exhibits, announcement board, Thank You list identifying all of the Sponsors, etc..

#### **Chair: During the meeting:**

- Have copies of the list of changes to the program, abstracts, CEU forms, and sign-up lists for GES 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: 1<sup>st</sup> Call for Symposium/Workshop Organizers for Annual Meeting in GES mailing and on web page**

The [*XXth*] annual meeting of the Georgia Entomological Society will be held [*dates*] at [*Location*]. Any GES 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. The Program Chairman can be contacted at:

[*Program Chair Mailing Address*]

[*Phone*]

[*Fax*]

[*E-mail address*]

## CALL FOR STUDENT COMPETITION PAPERS

A competition for the best student papers will be held at the upcoming [*XXth*] Annual Meeting of the Georgia Entomological Society [*Date and Location*]. Competitions will be held to determine the best oral presentations for Ph.D. students (C. M. Beckham Award), M.S./B.S. students (T. L. Bissell Award), and for the best student poster submissions (U. E. Brady Award). Awards of \$100, \$75 and \$50 will be made to the first, second and third place papers, and/or posters respectively.

Students wishing to present a paper in the student paper competition must be members of the Georgia Entomological Society. Students should submit paper title and abstract using the standard submission form and should indicate that the submission is for the student Ph.D., M.S./B.S. or Poster competition.

Posters should be designed to fit on a 4' x 8' easel board and should be legible such that they are easily read from a distance of 6 feet away.

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.

**Not conforming to time constraints** (maximum of 8 penalty points) - deduct 1 point for each 15 sec. overtime or 30 sec. under time.

## 20xx Annual Meeting of the Georgia Entomological Society Call for Papers

Submit papers by [*Date due*] to ensure acceptance and listing in the program. Please email your submissions to [*E-mail address*] or mail to:

[*Program Chair*]  
[*Program Chair Mailing Address*]

**Competitions.** Best 10-minute oral presentation for Ph.D. students (C. M. Beckham Award),  
Best M.S./B.S. students (T. L. Bissell Award)  
Best student poster submission (U.E. Brady Award).  
Best oral presentation by a regular member (O. I. Snapp Award).

### Judging criteria

- \* 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.
- \* Confirmation to time constraints - (maximum 8 point penalty) - deduct 1 point for each 15 seconds over time or 30 seconds under time limit.

**Submitted papers** should be 8 minutes long with 2 minutes for discussion; 35 mm (2x2 slides) slide projectors and LCD computer projectors utilizing PowerPoint for oral presentations will be available. **Authors must have computer PowerPoint presentations on a CD or floppy disk to load the computer prior to the session.** Confirmation of acceptance of presentations will be sent to the first author. Check <http://www.ent.uga.edu/ges> for additional information and updates.

**Design posters** to fit on the provided 4' x 8' easel board. Posters should be easily read from a distance of 6 feet.

**Include the following typed information.** Title, author name(s), affiliation/address and abstract (*not more than 50 words, single-spaced, font 12 point*). Use **bold** for the **presenter's name**. INCLUDE ADDRESS, TELEPHONE, AND E-MAIL FOR PRESENTING AUTHOR TO BE NOTIFIED OF ACCEPTANCE.

**Designate the section for submission.** All submissions will be entered into the appropriate competition.

**Categories:** Regular Oral Presentation \_\_\_\_\_ Regular Poster Session \_\_\_\_\_ Industry Panel \_\_\_\_\_  
Student Paper: Ph.D. \_\_\_\_\_ MS/BS Student \_\_\_\_\_ Student Poster \_\_\_\_\_

### EXAMPLE

RESPONSE OF FEMALES OF THE BRACONID PARASITOID *MICROPOLIS DEMOLITOR* TO LARVAL FRASS OF *HELIOTHIS ZEA* AND *TRICHOPLUSIA NI*.

Donald A. Nordlund and **W. Joe Lewis**, USDA-ARS, Insect Biology and Population Management Research Laboratory, Tifton, GA 31793. Contact Joe Lewis, 555-1212, [jlewis@mymail.com](mailto:jlewis@mymail.com)  
*Micropolis demilitor*, a solitary larval parasitoid of several species of Noctuidae has been imported into the United States from Australia, while *M. croceipes* is native to the United States. The host-selection behavior of *M. demilitor* females is similar to that of *M. croceipes* in that it is stimulated by kairomones (including 3-methylhentriacontane) in the frass of *Heliothis zea* larvae. Larval diet affects kairomonal activity, etc.

***Be sure to include address, telephone, and e-mail of the author that should be notified of acceptance.***

**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 Georgia 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 February 1, 2 weeks prior to submitted presentations].
2. Each symposium will have a budget, determined by the Executive Board, 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 GES meetings:
  - a. If you want to waive the registration fee for an invited speaker, then the cost of registration (\$XX) must be deducted from the symposium budget. As a rule of thumb, the organizer generally does 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 GES Secretary/Treasurer 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 the Program Chair and the GES Secretary/Treasurer on this correspondence.
  - e. As Program Chair, I am responsible for managing the program budget. Please contact me if you require additional funding for your 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 GES meeting. Your support of the GES 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]

### Georgia Entomological Society Past Program Committee Chairs

1977	<b>R. H. Perstage</b>	1993	<b>Michael A. Mullen</b>
1978	<b>R. B. Henderson</b>	1994	<b>Keith H. Griffith</b>
1979	<b>James O. Howell</b>	1995	<b>Frank E. French</b>
1980	<b>Alton N. Sparks</b>	1996	<b>Robert E. Lynch</b>
1981	<b>U. Eugene Brady</b>	1997	<b>Sandy Newell</b>
1982	<b>R. F. Nash</b>	1998	<b>James D. Dutcher</b>
1983	<b>W. Louis Tedders, Jr.</b>	1999	<b>James E. Carpenter</b>
1984	<b>Herbert Womack</b>	2000	<b>Lance G. Peterson</b>
1985	<b>J. B. O'Neil</b>	2001	<b>Daniel V. Hagan</b>
1986	<b>J. Larry Zettler</b>	2002	<b>James L. Hanula</b>
1987	<b>James H. Oliver, Jr.</b>	2003	<b>G. David Buntin</b>
1988	<b>Louise G. Henry</b>	2004	<b>Wayne A. Gardner</b>
1989	<b>William L. Tietjen</b>	2005	<b>Robert M. McPherson</b>
1990	<b>Jerry A. Payne</b>	2006	<b>John N. All</b>
1991	<b>James R. Collins</b>	2007	<b>S. Kristine Braman</b>
1992	<b>T. Don Canerday</b>	2008	<b>John Ruberson</b>

## LOCAL ARRANGEMENTS COMMITTEE

### General Charge of Responsibilities by Georgia Entomological Society Bylaws:

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 Secretary/Treasurer 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 Board of Directors and Program Committees.

#### GUIDELINES:

#### Suggested Timetable for Responsibilities:

##### September:

- 1) Chair: Obtain a copy of the contract with the hotel from the GES Secretary/Treasurer. Review the contract with the GES Secretary/Treasurer 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	10	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 <sup>st</sup> day of paper presentations	100	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	50 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	100	Table for setting up coffee (soft drinks in afternoon). Locate near Session Rooms in area to minimize traffic from non-meeting hotel guests.
Mixer (Optional)	Prior to Awards Banquet	100	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.
Awards Banquet	Evening of 1st day of paper presentations	100	Round table seating, Banquet tables for serving room. Provide, podium, microphone, projector stand, and screen. For outdoor location, have indoor location as back up in case of rain.
Posters	Usually 1st day of paper presentations	Room for 16 posters	Hotel provide easels for setting up posters, Located near coffee break area or concurrent session rooms
Business Meetings	Start of 1 <sup>st</sup> day and end of 2 <sup>nd</sup> day of paper presentations	50	Lecture style; Hotel provide podium, microphone, screen, projector stand, extension cord as minimum.

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

2. Equipment Requirements:

- Projectors (35mm): 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. If 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.
- If computer LCD projectors are desired, the Local Arrangements Chair must work with the Program Chair to see that projectors and computers are provided for each room. Presenters using computer projectors must have their presentations in Power Point and on a CD ready to load the computer before the session begins.
- 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, the Secretary/Treasurer and/or 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. Poster boards must be arranged for. Either 4'x 6' or 4'x 8' should be provided. The Hotel should have easels to set up outside each room to identify current function.

3. Food/Beverage requirements:

- The Secretary/Treasurer and Local Arrangements Chair will need to negotiate menus and prices for beverages and food to be served at the coffee breaks, mixer, Awards Banquet, and for cash bar if used at the mixer and banquet.
- For the mixer (if support donations permit), a pre-determined amount of beer and wine should be available at no charge to meeting attendees. A cash bar is an acceptable alternative. The amount and type of appetizers will be dependent on sponsorship from sustaining members, the GES meeting budget, and hotel charges. At past meetings, hotels have occasionally donated keg of beer or shared with hors d'oeuvres for a mixer.
- For the Awards Banquet, the meal may 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.). The Hotel may suggest a similar set menu.

4. 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.
- Contract should specify that a minimum of 50 rooms will be reserved for the GES 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 Secretary/ Treasurer and Local Arrangements Chair should negotiate these stipulations with the hotel if not specified in the contract.
- If the conference is at a popular site, such that members may wish to extend their visit to the area, negotiate the conference rate to be in effect for three days prior and three days after the meeting, and include this information on the hotel registration flier.
- Determine availability for hotel self-parking, and whether or not it is in the open or under cover. If there is a cost for self-parking, try to negotiate a waiver of that fee. If valet parking is available, identify that cost to the GES members.
- Prepare a hotel pre-registration form similar to the example in the guidelines and have it approved by the hotel. Include this hotel registration form with the general GES mailing and also place it on the GES web site.
- 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, the Secretary/Treasurer and Local Arrangements Chair can negotiate these options with the hotel.

2) Chair: Make arrangements with Secretary/Treasurer to visit hotel to negotiate above items not specified in contract. Determine if Chair or Secretary/Treasurer will contact hotel to arrange meeting (by January) with key hotel personnel (sales, banquet, AV equipment departments) responsible for coordinating GES meeting. After meeting, Chair should confirm that negotiated changes have written in letter by hotel or GES Secretary/Treasurer.

3) Establish that only the Secretary/Treasurer 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 prepare 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,

1) **February/March:** 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. Alternative is some one from the local Chamber of Commerce or a local Dignitary. Confirm with Program Chair that hotel spokesperson and/or local dignitary will provide welcome at Opening Session. Contact Awards Chair to prepare certificate of appreciation for speaker.

**April (At Meeting):**

1) Committee: Members should be visible and accessible at all times.

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) Committee: Members responsible for meeting rooms should arrive 15-20 minutes before sessions begin to ensure the following:

- Equipment (projector, microphone, pointers and time clocks) is available and works.
- Moderator shows up.
- Person is assigned to operate lights and projector for speakers (Program Chair should have previously arranged with moderators this support person).

**Georgia Entomological Society Past Local Arrangements Committee Members**

1980		2000	<b>James D. Dutcher</b>
1981			James O. Howell
1982			James L. Hanula
1983			Beverly Sparks
1984		2001	<b>Ronald D. Oetting</b>
1985			Beverly Sparks
1986			Dan L. Horton
1987			John. N. All
1988			James D. Dutcher
1989			Shelby McPherson
1990			Al Wheeler (SCES)
1991		2002	<b>Jonathan Copeland</b>
1992			Jim Keirans
1993			Jimmy Wedincamp
1994	<b>Kent. D. Elsey (SCES)</b>		Lance Durden
1995	<b>W. Louis Tedders, Jr.</b>	2003	<b>Steve L. Brown</b>
	David B. Adams		Linda Hall
	W. David Rogers		William S. Irby
	Randy Hudson		Randy Hudson
1996	<b>Arthur E. Miller</b>	2004	<b>Phillip M. Roberts</b>
	T. Oscar Fultz		Alton N. Sparks, Jr.
	David Holman		Steve L. Brown
	H. Joel Hutcheson	2005	<b>Nancy Hinkle</b>
	Sandy Newell		Dan Horton
1997	<b>Beverly Sparks</b>		G. Scott Horn
	Keith S. Delaplane		Paul Guillebeau
	Brian T. Forschler	2006	<b>G. David Buntin</b>
	Paul Guillebeau		Alton N. Sparks, Jr.
1998	<b>James E. Carpenter</b>		James D. Dutcher
	Sturgis McKeever		Terry All
	David G. Riley	2007	<b>Dan Horton</b>
	Dan L. Horton		Jim Hanula
1999	<b>David. G. Riley</b>		Scott Horn
	Dan L. Horton	2008	<b>Alton N. Sparks, Jr.</b>
	Robert M. McPherson		John Ruberson
	Daniel V. Hagan		Phillip Roberts
	James E. Carpenter		

## **MEMBERSHIP and COMPUTER RESOURCE COMMITTEE**

### **General Charge of Responsibilities Georgia Entomological Society Bylaws:**

The Membership Committee shall consist of at least 3 members, preferably one each from academic, federal and industry organizations. 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 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 from which to solicit membership. Such groups would include, but not be limited to, students in Georgia universities and colleges, other entomological societies, pest control associations, environmental/conservation groups, universities and colleges, government organizations, and associated industries.

The Membership Committee shall be responsible for maintaining and periodically updating and/or enhancing the Georgia Entomological Society Membership Application. The GES 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 GES Secretary/Treasurer during the GES 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 GES along with a GES Membership Application soon after the Annual Meeting.

The Chair of the Membership Committee (or designee) should attend all GES 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 GES and solicit nominations as the opportunity arises.

**Georgia Entomological Society Past Membership Committee Members**

1980		1999	<b>G. Keith Douce</b> Paul Guillebeau
1981			Davie G. Riley Linda A. Hall
1982			A. Ann Amis C. Scott Bundy
1983		2000	<b>G. Keith Douce</b> Paul Guillebeau
1984			David G. Riley A. Ann Amis
1986			Linda A. Hall C. Scott Bundy
1987		2001	<b>G. Keith Douce</b> David G. Riley
1988			Linda A. Hall Paul Guillebeau
1989			A. Ann Amis
1990		2002	<b>G. Keith Douce</b> David G. Riley
1991			Linda A. Hall Paul Guillebeau
1992			A. Ann Amis Alvin Simmons
1993		2003	<b>Paul Guillebeau</b> Chris Asaro
1994	<b>Herbert R. Smith</b> James D. Dutcher G. Keith Douce		G. Keith Douce Phillip M. Roberts
1995	<b>Daniel V. Hagan</b> Ronald Harrison Herbert R. Smith	2004	<b>Paul Guillebeau</b> Chris Asaro
1996	<b>Brian T. Forschler</b> Daniel V. Hagan HC Ellis Linda A. Hall Terry S. Price Herb Young	2005	<b>David G. Riley</b> G. Scott Horn David Shapiro-Ilan Beverly Wiltz Stan Diffie Jeremy Camp
1997	<b>Linda A. Hall</b> Frank C. Elia Scott Ludwig A. Ann Amis W. Louis Tedders, Jr. James L. Hanula	2006	<b>David G. Riley</b> G. Scott Horn David Shapiro-Ilan James Taylor Stan Diffie Jeremy Camp
1998	<b>Linda A. Hall</b> Frank C. Elia W. Louis Tedders, Jr. A. Ann Amis Scott Ludwig	2007	<b>John All</b> Jim Dutcher Glynn Tillman Todd Nims Keith Griffith
		2008	<b>John All</b> Jim Dutcher Keith Griffith

## **AWARDS AND RECOGNITION COMMITTEE**

The committee shall consist of a chair and at least 3 other people. The committee reviews and selects members for Society Fellows status and selects a Society Founder who is honored at the annual meeting. The committee, in conjunction with the program chair, also selects a presenter for the Society Founder lecture.

### **GUIDELINES**

The Committee on Awards and Recognition solicits nominations for recognition of outstanding members of the Georgia Entomological society.

The GES recognizes contributions by two (2) means: 1) nomination of distinguished individuals for selection as GES Fellows; and 2) nomination of individuals for the GES Founders' Lecture Series.

### **GEORGIA ENTOMOLOGICAL SOCIETY FELLOWS AWARD**

Recognition as Fellow of the GES, a program begun in 1991, is reserved for superlative and significant contributions in one or more of the following entomological areas of specialization: research, teaching, extension, or administration. Recipients need not be GES members. Up to two (2) Fellows may be selected per year, however, if there are no nominations, then no award shall be made that year. Any member may nominate an individual(s) for the Fellows designation, and the GES Awards and Recognition Committee will submit the committee's selection(s) to the GES Board of Directors. Nominations shall be by letter and will include:

1. The name of the individual to be nominated as GES Fellow
2. A listing of his, or her, specific, significant scientific contributions.
3. A listing of his, or her, contributions to the GES and other professional societies.
4. Any other background information that might be helpful to the Committee.

### **GEORGIA ENTOMOLOGICAL SOCIETY FOUNDERS' AWARD**

The second means of recognition is the GES Founders' Lecture Series, a program begun in 1990. The Founders' Lecture serves to honor the individual scholar/researcher of the society who has contributed significantly and historically to the advancement of our science and/or whose research is at the cutting edge of his or her sub-discipline. Nominations for this award shall be made by letter and must include the following:

1. The name of the individual to be nominated for recognition in the GES Founders' Lecture Series
2. A listing of his or her specific, significant contributions
3. Any additional background information that might be helpful to the committee
4. Nominations for the individual scientist or presenter who could deliver the Founders' Lecture at the GES annual meeting.

The Committee on Awards and Recognition will review the nominations and select an appropriate recipient of the Founders' award as well as the scientist/presenter who will be honored by presenting the Founder's Lecture at the GES annual meeting. To insure that there is adequate time to prepare the Founders' Lecture and to meet program deadlines, please have all nominations in to the Executive Board by December 1.

**Georgia Entomological Society Awards and Recognition Past Committee Members**

1990	<b>Daniel V. Hagan</b> Gary R. Mullen G. Truman Fincher Raymond Noblet W. Louis Tedders, Jr. Ronald D. Oetting Howard G. Sengbusch	1999	<b>James D. Dutcher</b> Gary A. Herzog Daniel V. Hagan James E. Carpenter Sturgis McKeever J. Bruce Wallace T. Don Canerday James H. Oliver, Jr. Alton N. Sparks
1991	<b>Daniel V. Hagan</b> Gary R. Mullen Raymond Noblet W. Louis Tedders, Jr. Ronald D. Oetting Howard G. Sengbusch C. Wayne Berisford	2000	<b>James E. Carpenter</b> Daniel V. Hagan Gary A. Herzog Sturgis McKeever J. Bruce Wallace T. Don Canerday James O. Oliver, Jr. Alton N. Sparks Rudolph T. Franklin
1992	<b>Daniel V. Hagan</b> Gary R. Mullen G. Truman Fincher W. Louis Tedders, Jr. Ronald D. Oetting Howard G. Sengbusch C. Wayne Berisford	2001	<b>Lance G. Peterson</b> Daniel V. Hagan Gary A. Herzog Sturgis McKeever James E. Carpenter J. Bruce Wallace T. Don Canerday James H. Oliver, Jr. Alton N. Sparks Rudolph T. Franklin
1993	<b>Daniel V. Hagan</b> W. Louis Tedders, Jr. Ronald D. Oetting James G. Leesch William L. Tietjen	2002	<b>Lance G. Peterson</b> Daniel V. Hagan James E. Carpenter J. Bruce Wallace T. Don Canerday James H. Oliver, Jr. Alton N. Sparks Rudolph T. Franklin
1994	<b>Ronald D. Oetting</b> Maxcy P. Nolan G. Keith Douce	2003	<b>James L. Hanula</b> Daniel V. Hagan Paul Guillebeau G. David Buntin
1995	<b>Ronald D. Oetting</b> Alvin L. (Chip) Anderson Maxcy P. Nolan Richard B. Chalfant J. Bruce Wallace	2004	<b>G. David Buntin</b> Paul Guillebeau James L. Hanula Wayne A. Gardner
1996	<b>Alvin L. (Chip) Anderson</b> C. Wayne Berisford T. Don Canerday Richard B. Chalfant T. Louis Tedders, Jr. Harry O. Yates, III	2005	<b>Wayne A. Gardner</b> Robert M. McPherson
1997	<b>C. Wayne Berisford</b> Richard B. Chalfant Gary A. Herzog William R. Lambert William Irby Harry O. Yates, III	2006	<b>Robert M. McPherson</b> Steve L. Brown John N. All
1998	<b>Daniel V. Hagan</b> T. Don Canerday Richard B. Chalfant William R. Lambert		

**Georgia Entomological Society Awards and Recognition Past Committee Members (continued)**

2007    **John All**  
          Robert McPherson  
          Dan Horton  
          Wayne Gardner  
          Kris Braman  
2008    **Wayne Gardner**  
          John Ruberson  
          Kris Braman

### **Georgia Entomological Society Fellows**

1991	James H. Oliver, Jr.
1992	Preston E. Hunter
1993	Alton N. Sparks
1994	J. Bruce Wallace
1995	Harry O. Yates
1996	none
1997	none
1998	Sturgis McKeever
1999	none
2000	Rudolph. T. Franklin
2001	W. Joe Lewis
2002	Richard B. Chalfant & Robert E. Lynch
2003	Ronald D. Oetting
2004	Frank E. French
2005	C. Wayne Berisford & Daniel V. Hagan
2006	Wayne A. Gardner & Lance G. Peterson
2007	James Dutcher & Keith Griffith

i.

### Georgia Entomological Society Founders and Lecturers

- 1990 Founder and Lecturer  
**Theodore L. Bissell, presented by W. Louis Tedders, Jr.**
- 1991 Founder and Lecturer  
**Horace O. Lund, presented by Preston E. Hunter**
- 1992 Founder and Lecturer  
**Hamlin H. Tippins, presented by Wayne A. Gardner**
- 1993 Founder and Lecturer  
**U. Eugene Brady, presented by C. Wayne Berisford**
- 1994 Founder and Lecturer  
**Cedric R. Jordan, presented by T. Don Canerday**
- 1995 Founder and Lecturer  
**Clifford M. Beckham, presented by Herbert Womack**
- 1996 Founder and Lecturer  
**Oliver I. Snapp, Sr., presented by Carroll E. Younce**
- 1997 Founder and Lecturer  
**T. Don Canerday, presented by Max H. Bass**
- 1998 Founder and Lecturer  
**Loy W. Morgan, presented by Max H. Bass**
- 1999 Founder and Lecturer  
**William Franklin Turner, presented by Dan L. Horton**
- 2000 Founder and Lecturer  
**Preston E. Hunter, presented by Raymond Noblet**
- 2001 Founder and Lecturer  
**Harry O. Yates, presented by James L. Hanula**
- 2002 Founder and Lecturer  
**Alton N. Sparks, presented by Beverly Sparks**
- 2003 Founder and Lecturer  
**James H. Oliver, Jr., presented by Richard L. Osburn**
- 2004 Founder and Lecturer  
**Sturgis McKeever, presented by Frank E. French**
- 2005 Founder and Lecturer  
**Hebert H. Ross, presented by J. Bruce Wallace**
- 2006 Founder and Lecturer  
**Gary A. Herzog, presented by Max H. Bass**
- 2007 Founder and Lecturer  
**Jerry Payne, presented by Ted Cottrell**

## GEORGIA ENTOMOLOGICAL SOCIETY SCHOLARSHIP COMMITTEE

The GES Scholarship Committee consists of three (3) immediate past presidents of the Society with the immediate Past President serving as chairman. The scholarship is provided to the 'best' graduate student in the Georgia Entomological Society. The graduate student nominees should submit a C.V. to the committee to be used to select the winner. The guidelines are determined by the committee but should be included in the call-for-papers mailing.

### **GUIDELINES**

In March of 1988, The Georgia Entomological society established an Entomology Scholarship in its name for the purpose of furthering entomological science and knowledge by providing financial assistance to outstanding graduate students of Entomology. Separate scholarships, each valued at a minimum of \$500.00, and a commemorative plaque are provided for M.S and Ph.D. students and awarded at the annual meeting awards banquet.

### **Eligibility:**

- 1) The scholarship is open to all student members of the Georgia Entomological Society who matriculate from a college or university in the United States.
- 2) A student must have been accepted by a college or university for enrollment in a graduate program and be actively pursuing a post-graduate degree in either Entomology, Acarology or in Biology with a major track in either of these two disciplines.

### **Selection Criteria:**

- 1) A letter of recommendation from an official of the nominating institution
- 2) A letter of acceptance from graduate school (for new students) or other proof of graduate student status.
- 3) A letter of recommendation from at least one professional entomologist who is a GES member.
- 4) Curriculum Vitae – This should include, but not be limited to:
  - a. A short narrative regarding undergraduate and/or graduate accomplishments, i.e. detailing of any research project(s) in which the student might have participated and/or any teaching assistance rendered, papers presented or grants received.
  - b. Grade point average(s) and GRE or equivalent scores should be included.
  - c. A narrative relating to future goals leading to a career in Entomology or an associated field.

The above factors will be weighed by the Selection Committee in such a way that it can select the candidate with the greatest potential to acquire and develop entomological skills leading to a successful professional career. The above information with attachments **MUST BE SUBMITTED IN TRIPLICATE** to the Committee Chairman 30 days prior to the annual meeting in order to accomplish the selection process.

**(SUGGESTED LETTER TO INCLUDE ON WEB PAGE & CALL-FOR-PAPERS MAIL OUT)**

**Georgia Entomological Society Scholarships**

Two (2) Georgia Entomological Society Scholarships will be awarded to one M.S. and one Ph.D. graduate student member selected by the Society's scholarship committee based on merit. Please consider applying for the Georgia Entomological Society Scholarships. The application guidelines are attached. If you are not a member of the Society you may join and become eligible. The first year membership for students is free and includes a subscription to the *Journal of Entomological Science*.

**DEADLINE FOR SUBMISSION: POSTMARKED BY [DUE DATE].**

**Submit applications IN TRIPLICATE to:**                    [Chair Name], GES Scholarship Chairman  
   [Mailing Address]  
   [E-mail Address]  
   [Phone number]  
   [Fax number]

**Guidelines for the Georgia Entomological Society Scholarships**

In March of 1988, The Georgia Entomological Society established an Entomology Scholarship in its name for the purpose of furthering entomological science and knowledge by providing financial assistance to outstanding graduate students of Entomology. Separate scholarships, each valued at \$500.00, and a commemorative plaque, are provided for M.S and Ph.D. students and awarded at the annual meeting.

**Eligibility:**

- 1) The scholarship is open to all student members of the Georgia Entomological Society who matriculate in a college or university in the United States.
- 2) A student must have been accepted by a college or university for enrollment in a graduate program and be actively pursuing a post-graduate degree in either Entomology, Acarology or in Biology with a major track in either of these two disciplines.

**Selection Criteria:**

- 1) Letter of recommendation from an official of the nominating institution
- 2) Letter of acceptance from graduate school (for new students) or other proof of graduate student status.
- 3) A letter of recommendation from at least one professional entomologist, who is a GES member.
- 4) Curriculum Vitae – This should include, but not be limited to:
  - a. A short narrative regarding undergraduate and/or graduate accomplishments, i.e. detailing of any research project(s) in which the student participated and/or any teaching assistance rendered, papers presented or grants received.
  - b. Grade point average(s) and GRE or equivalent scores should be included.
  - c. A narrative relating to future goals toward a career in Entomology or an associated field.

**For additional information, contact any of the committee members listed below.**

[Committee Members]

**Georgia Entomological Society GES Scholarship Past Committee Members**

1988		2001	<b>James D. Dutcher</b> Robert E. Lynch William L. Tietjen Frank E. French. Keith H. Griffith
1989			
1990		2002	<b>Frank E. French</b> Robert E. Lynch Keith H. Griffith Terry S. Price James D. Dutcher G. Truman Fincher
1991			
1992			
1993		2003	<b>Daniel V. Hagan</b> Lance G. Peterson James. E. Carpenter
1994	<b>T. Don Canerday</b> James Collins Jerry A. Payne	2004	<b>Daniel V. Hagan</b> Lance G. Peterson James. E. Carpenter James L. Hanula
1995	<b>T. Don Canerday</b> James Collins Michael A. Mullen	2005	<b>G. David Buntin</b> James L. Hanula James D. Dutcher
1996	<b>Keith H. Griffith</b> T. Don Canerday Michael A. Mullen James E. Oliver, Jr. Louise G. Henry William L. Tietjen	2006	<b>Wayne A. Gardner</b> James D. Dutcher James L. Hanula
1997	<b>Keith H. Griffith</b> T. Don Canerday W. Joe Lewis James E. Oliver, Jr. Louise G. Henry William L. Tietjen	2007	<b>Robert McPherson</b> Jim Dutcher Wayne Gardner
1998	<b>Keith H. Griffith</b> T. Don Canerday W. Joe Lewis James E. Oliver, Jr. Louise G. Henry William L. Tietjen	2008	<b>John All</b> Robert McPherson Wayne Gardner
1999	<b>Sandy Newell</b> Dan L.. Horton William L. Tietjen Quentin Q. Fang W. Joe Lewis Randy Hudson		
2000	<b>James D. Dutcher</b> Keith H. Griffith William. L. Tietjen Sandy Newell Robert E. Lynch James H. Oliver, Jr.		

### **Georgia Entomological Society GES Scholarship Past Winners**

2001	Ph.D.	Greg Hodges
	M. S.	Juang-Hong Chong
2002	Ph. D	no submissions
	M.S.	no submissions
2003	Ph.D.	Gretchen (Van De Mark) Pettis
	M.S.	Michael D. Ulyshen
2004	Ph. D	Jorge Torres
	M.S.	Christian Torres
2005	Ph.D.	Juang-Horng Chong
	M.S.	Jennifer A. Henke
2006	Ph.D.	Floyd W. Shockley
	M.S	Jeremy V. Camp
2007	Ph. D	Adriano Giorgi
	M. S.	Nathan Lord

**T. L. BISSELL AWARD COMMITTEE  
FOR B.S AND M.S STUDENT PAPERS**

The committee shall consist of a chair and three (3) to five (5) people. Individuals should serve at least two (2) years to provide continuity. The T. L. Bissell Award will be given to the best talk given by a B.S. or M.S. candidate in the student paper competition at the annual GES meeting. Criteria for paper presentations are determined by the committee, but should be included in the call-for-papers mailing prior to the annual meeting. A commemorative plaque or certificate and cash prize will be awarded to the winning students. In 2001 the award was changed from selecting a single winner to accommodate the best three papers:

**GUIDELINES:**

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

**Judging Criteria:**

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.

***Not conforming to time constraints*** (maximum of 8 penalty points) - 1 point for each 15 sec. overtime or 30 sec. under time.

**Award Winners:**

- 1) The first place winner will be declared the winner of the T. L. Bissell Award and receive a commemorative plaque and cash prize of \$100.00.
- 2) The second place winner will be recognized as the T. L. Bissell Award Runner-Up and receive a certificate with a cash prize of \$75.00.
- 3) The third place winner will receive a T. L. Bissell Award Honorable Mention certificate and a cash prize of \$50.00.

T. L. BISSELL AWARD FOR B.S/M.S. STUDENT PAPER  
SAMPLE EVALUATION FORM

Student Name & Paper number: \_\_\_\_\_

Judging Criteria: Papers should be 8 minutes long with 2 minutes allowed for questions. 100 possible points are scored for each paper. Highest number of points indicates winner.

RATING CRITERIA	SCORE
<i>Organization (20 points)</i> – sequence of topics logical and effective: introduction, body of talk and conclusions coherent: time well used.	
<i>Delivery (20 points)</i> – poise, audibility expression, eye contact to audience, effective use of pointer, easy to follow.	
<i>Visual Aids (20 points)</i> – appropriate for subject matter, font size legible, eye appealing.	
<i>Subject Matter (30 points)</i> – originality, scientific rigor, methods well-defined, logical conclusions.	
<i>Concluding Remarks and Handling of Questions (10 points)</i> – summary of main points clear and concise; questions made clear to audience; answers logical and appropriate.	
<i>Not Conforming to Time Constraints (maximum of 8 penalty points)</i> – deduct 1 point for each 15 seconds over 8 minutes or for each 30 seconds under 8 minute.	
<b>TOTAL SCORE</b>	

Name of Judge: \_\_\_\_\_

### Georgia Entomological Society T. L. Bissell Award Past Committee Members

1993		D. Craig Sheppard John N. All
1994	<b>Howard G. Sengbusch</b> Karl E. Espelie Ronald D. Oetting James L. Zettler John H. Brower W. Louis Tedders, Jr.	1999 <b>D. Craig Sheppard</b> Ben Rogers Jonathan Copeland C. Kris Braman
1995	<b>Howard G. Sengbusch</b> A. Ann Amis G. Keith Douce S. Kris Braman James L. Zettler	2000 <b>Jeremy K. Greene</b> Brian Rector Monica Townsend Ben. Rogers
1996	<b>Howard G. Sengbusch</b> Gary L. DeBarr George E. Stanton A. Ann. Amis James O. Howell Jimmy Wiedincamp, Jr. Kathryn E. Brunson Angela James Neil W. Widstrom	2001 <b>David G. Riley</b> James D. Dutcher Monica Townsend 2002 <b>Phillip M. Roberts</b> James E. Carpenter 2003 <b>Will Hudson</b> Gretchen Pettis Darryl Jewett
1997	<b>Howard G. Sengbusch</b> W. Kent Taylor Phillip Haney Debbie Waters James O. Howell Orville G. Marti, Jr. Sturgis McKeever Angela James	2004 <b>Will Hudson</b> David G. Riley Robert M. McPherson 2005 <b>S. Kristine Braman</b> David Riley Ronald D. Oetting
1998	<b>Howard G. Sengbusch</b> S. Kris Braman Gary A. Herzog W. Kent Taylor G. Keith Douce	2006 <b>Phillip M. Roberts</b> Gretchen Pettis David G. Riley 2007 <b>Phillip Roberts</b> Michael Toews 2008 <b>Robert M. McPherson</b> Dan Hagan Monica Townsend

### Georgia Entomological Society T. L. Bissell Award Past Winners

- 2001
  - 1) Christopher H. Gorham
  - 2) Juang-Honng Chong
  - 3) Kelsie E. Fitzgerald
- 2002
  - 1) Juan Luis Jurat-Fuentes
  - 2) Juang-Honng Chong
  - 3) David Jenkins
- 2003
  - 1) Amy C. Blair
  - 2) Sadia Ajohda
  - 3) April Murphy
- 2004
  - 1) Timothy J. Arquette
- 2005
  - 1) Shira D. Gordon
  - 2) Brittan Hallar
  - 3) Calvin Hancock
- 2006
  - 1) Jeremy V. Camp
  - 2) M. Cameron Storey
  - 3) Jessica Beck
- 2007
  - 1) Aubree Roche
  - 2) Erika Scocco
  - 3) none (only two papers were submitted by M.S. students)

**C. M. BECKHAM AWARD COMMITTEE  
FOR Ph.D. STUDENT PAPER COMPETITION**

The committee shall consist of a chair and three (3) to five (5) people. Individuals should serve at least two (2) years to provide continuity. The C. M. Beckham Award will be given to the best talk given by a Ph.D. candidate. in the student paper competition at the annual GES meeting. Criteria for paper presentations are determined by the committee, but should be included in the call-for-papers mailing prior to the annual meeting. A commemorative plaque or certificate and cash prize will be awarded to the winning students. In 2001 the award was changed from selecting a single winner to accommodate the best three papers:

**GUIDELINES:**

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

**Judging Criteria:**

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.

***Not conforming to time constraints*** (maximum of 8 penalty points) - 1 point for each 15 sec. overtime or 30 sec. under time.

**Award Winners:**

- 1) The first place winner will be declared the winner of the C. M. Beckham Award and receive a commemorative plaque and cash prize of \$100.00.
- 2) The second place winner will be recognized as the C. M. Beckham Award Runner-Up and receive a certificate with a cash prize of \$75.00.
- 3) The third place winner will receive a C. M. Beckham Honorable Mention certificate and a cash prize of \$50.00.

C. M. BECKHAM AWARD FOR Ph.D. STUDENT PAPER  
SAMPLE EVALUATION FORM

Student Name & Paper number: \_\_\_\_\_

Judging Criteria: Papers should be 8 minutes long with 2 minutes allowed for questions. 100 possible points are scored for each paper. Highest number of points indicates winner.

<b>RATING CRITERIA</b>	<b>SCORE</b>
<i>Organization (20 points)</i> – sequence of topics logical and effective: introduction, body of talk and conclusions coherent: time well used.	
<i>Delivery (20 points)</i> – poise, audibility expression, eye contact to audience, effective use of pointer, easy to follow.	
<i>Visual Aids (20 points)</i> – appropriate for subject matter, font size legible, eye appealing.	
<i>Subject Matter (30 points)</i> – originality, scientific rigor, methods well-defined, logical conclusions.	
<i>Concluding Remarks and Handling of Questions (10 points)</i> – summary of main points clear and concise; questions made clear to audience; answers logical and appropriate.	
<i>Not Conforming to Time Constraints (maximum of 8 penalty points)</i> – deduct 1 point for each 15 seconds over 8 minutes or for each 30 seconds under 8 minute.	
<b>TOTAL SCORE</b>	

Name of Judge: \_\_\_\_\_

**Georgia Entomological Society C. M. Beckham Award Past Committee Members**

1993		2005	<b>Phillip M. Roberts</b>
1994	<b>Robert E. Lynch</b>		G. Scott Horn
	Daniel V. Hagan		Bill Irby
	John N. All	2006	<b>Dan L. Horton</b>
	Wayne A. Gardner		Nancy Hinkle
1995	<b>Robert E. Lynch</b>		John R. Ruberson
	Karl E. Espelie	2007	<b>Nancy Hinkle</b>
	Daniel V. Hagan		John Ruberson
	Ronald Harrison		Dan Horton
1996	<b>Denise L. Olsen</b>	2008	<b>Jim Dutcher</b>
	Cecil L. Smith		David Buntin
	John J. Hamm		William Irby
	John W. Taylor		
	James L. Hanula		
	James W. Todd		
1977	<b>Denise L. Olsen</b>		
	James E. Carpenter		
	Randy Hudson		
	James S. Hunter, III		
	Gary L. DeBarr		
	Robert M. McPherson		
	Sturgis McKeever		
	Billy R. Wiseman		
1998			
1999	<b>W. G. Hudson</b>		
	Jeremy K. Greene		
	John J. Hamm		
	Kenneth W. McCravey		
2000	<b>Daniel V. Hagan</b>		
	C. Scott Bundy		
	John V. Altom		
	Randy Hudson		
2001	<b>Quentin Q. Fang.</b>		
	Robert M. McPherson		
2002	<b>Nancy C. Hinkle</b>		
	G. David Buntin		
	Robert McPherson		
	David G. Riley		
2003	<b>Robert M. McPherson</b>		
	James Wedincamp		
	Tracie Jenkins		
2004	<b>Robert M. McPherson</b>		
	David G. Riley		
	Will Hudson		

### Georgia Entomological Society C. M. Beckham Award Past Winners

- 2001
  - 1) Greg Hodges
  - 2) Reid Ipser
  - 3) Bagie M. George
- 2002
  - 1) Brian P. Murrell
  - 2) Tiffany A. Hodges
  - 3) April C. Murphy
- 2003
  - 1) Gretchen V. Pettis
  - 2) Josh Campbell
  - 3) Juang-Horng Chong
- 2004
  - 1) Juang-Horng Chong
  - 2) Reid M. Ipser
  - 3) Beverly A. Wiltz
- 2005
  - 1) James A. Robertson
  - 2) Doug Seigloff
  - 3) Juang-Horng Chong
- 2006
  - 1) Floyd W. Shockley
  - 2) Amanda M. Ellis
  - 3) Jiang (John) Chen
- 2007
  - 1) Juanita Forrester
  - 2) Andrew Nuss
  - 3) Jaime Fuest
  - 3) Kyle Wickings

## **U. E. BRADY, JR. AWARD COMMITTEE FOR STUDENT POSTER COMPETITION**

The committee shall consist of a chair and two (2) or three (3) other people. To provide continuity, members should serve for at least two (2) years. The U. E. Brady, Jr. Award will be given to the best poster display presented by a student, regardless of degree level. All student posters are included in the competition. Criteria for the posters are determined by the committee but should be included in the call-for-papers mailing prior to the annual meeting. A commemorative plaque or certificate and cash prize will be awarded to the winning students. In 2001 the award was changed from selecting a single winner to accommodate the best three posters.

### **GUIDELINES:**

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

### **Judging Criteria:**

Posters should be designed to fit on a 4' x 8' easel board and should be legible such that they are easily read from a distance of 6 feet away.

***Organization*** (30 points) – sequence of topics logical and effective; abstract or introduction complete; methods and results clear; discussion and conclusions logical and concise; summary thorough.

***Presentation*** (30 points) – Effective use of space; clarity of ideas; coordination of texts and pictures/figures; demonstration of good writing skills; legibility of lettering from 6 ft away; display eye appealing.

***Subject Matter*** (30 points) – originality, scientific rigor, difficulty of problem;

***Concluding Remarks and/or Handling of Questions*** (10 points) – summary of main points clear and concise; conclusions well documented; answers to questions logical and appropriate.

### **Award Winners:**

- 1) The first place winner will be declared the winner of the U. E. Brady, Jr. Award and receive a commemorative plaque and cash prize of \$100.00.
- 2) The second place winner will be recognized as the U. E. Brady, Jr. Award Runner-Up and will receive a certificate with a cash prize of \$75.00.
- 3) The third place winner will receive an U. E. Brady, Jr. Honorable Mention certificate and a cash prize of \$50.00.

**U. E. BRADY, Jr. AWARD FOR STUDENT POSTER  
SAMPLE EVALUATION FORM**

Student Name & Poster number: \_\_\_\_\_

Judging Criteria: Papers should be a maximum of 4' x 8'. 100 possible points are scored for each paper. Highest number of points indicates winner.

<b>RATING CRITERIA</b>	<b>SCORE</b>
<i>Organization (30 points)</i> – sequence of topics logical and effective: abstract or introduction complete; methods and results clear; discussion and conclusions logical and concise; summary thorough.	
<i>Presentation (30 points)</i> – Effective use of space; clarity of ideas; coordination of texts and pictures/figures; demonstration of good writing skills legibility of lettering from 6 ft away; display eye appealing.	
<i>Subject Matter (30 points)</i> – originality, scientific rigor, difficulty of problem,.	
<i>Concluding Remarks and/or Handling of Questions (10 points)</i> – summary of main points clear and concise; conclusions well documented; answers to questions logical and appropriate.	
<b>TOTAL SCORE</b>	

**Name of Judge:** \_\_\_\_\_

**Georgia Entomological Society U. E. Brady, Jr. Award Past Committee Members**

1993		2001	<b>P. Glynn Tillman</b>
1994	<b>Monyean Brower</b> David Weaver James D. Dutcher	2002	<b>Lance G. Peterson</b> Joseph E. Eger Daniel R. Suiter Mark A. Brinkman
1995	<b>Beverly Sparks</b> Wayne A. Gardner Herb Young	2003	<b>Mark A. Brinkman</b> Jon Copeland Scott Horn
1996	<b>William S. Irby</b> Frank C. Elia Lisa Westberry Anne-Marie. A. Callcott Orville G. Marti, Jr. Carroll E. Yonce Jack H. Chandler Sturgis McKeever	2004	<b>Mark A. Brinkman</b> James D. Dutcher Daniel R. Suiter
1997	<b>Charlie E. Rogers</b> G. Keith Douce Tim Adcock S. Kris Braman Dan L. Horton James D. Dutcher David G. Riley	2005	<b>Daniel R. Suiter</b> Gretchen Pettis Will Hudson
1998	<b>Dan L. Horton</b> S. Kris Braman Tim Adcock	2006	<b>G. Keith Douce</b> Tracie Jenkins Robert M. McPherson
1999	<b>Phillip M. Roberts</b> Scott Ludwig Jeffery K. Tomberlin Baozhu Guo	2007	<b>Tracie Jenkins</b> Robert McPherson Keith Douce
2000	<b>Phillip M. Roberts</b> Teresa L. Pitts-Singer Mark A. Brinkman Quentin Q. Fang	2008	<b>David Riley</b> Xinzhi Ni Mike Toews

### Georgia Entomological Society U. E. Brady, Jr. Award Past Winners

- 2001
  - 1) A. Bradley Wells
  - 2) Kimberly M. Stewart
  - 3) Kim Lohmeyer
- 2002
  - 1) Brian P. Murrell
  - 2) Paola Andrea Guerrero
  - 3) Eric Sorel
- 2003
  - 1) Sarah N. Mock
  - 2) Timothy Daly
  - 3) Alex Zarzuela
- 2004
  - 1) F. W. Shockley
  - 2) Alexander B. Zarsuela
  - 3) Selim Dedej
- 2005
  - 1) Juang-Horng Chong
  - 2) Jorge B. Torres
  - 3) Chris Hartley
- 2006
  - 1) Caleb Warrington
  - 2) Floyd W. Shockley
  - 3) Michelle Samuel-Foo
- 2007
  - 1) Shimat Joseph
  - 2) Krishna Bayyareddy
  - 3) Michael Ulyshen

**OLIVER I. SNAPP AWARD COMMITTEE  
NON-STUDENT PAPER COMPETITION**

The committee shall consist of a chair and three (3) to five (5) other people. Members should serve at least two (2) years for continuity. The O. I. Snapp Award is for the best paper presentation by a regular, non-student member of the GES. The committee determines criteria for paper presentations. Generally, all regular paper presentations at the annual meeting compete for the award. A commemorative plaque will be awarded to the winning regular member, but no cash prize is given.

**Judging Criteria:**

*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.

*Not conforming to time constraints* (maximum of 8 penalty points) - 1 point for each 15 sec. overtime or 30 sec. under time.

**OLIVER I. SNAPP AWARD FOR NON-STUDENT PAPER  
SAMPLE EVALUATION FORM**

Presenter Name & Paper number: \_\_\_\_\_

Judging Criteria: Papers should be 10 minutes long. 100 possible points are scored for each paper. Highest number of points indicates winner.

<b>RATING CRITERIA</b>	<b>SCORE</b>
<i>Organization (20 points)</i> – sequence of topics logical and effective: introduction, body of talk and conclusions coherent: time well used.	
<i>Delivery (20 points)</i> – poise, audibility expression, eye contact to audience, effective use of pointer, easy to follow.	
<i>Visual Aids (20 points)</i> – appropriate for subject matter, font size legible, eye appealing.	
<i>Subject Matter (30 points)</i> – originality, scientific rigor, methods well-defined, logical conclusions.	
<i>Concluding Remarks and Handling of Questions (10 points)</i> – summary of main points clear and concise; questions made clear to audience; answers logical and appropriate.	
<i>Not Conforming to Time Constraints (maximum of 8 penalty points)</i> – deduct 1 point for each 15 seconds over 8 minutes or for each 30 seconds under 8 minute.	
<b>TOTAL SCORE</b>	

Name of Judge: \_\_\_\_\_

**Georgia Entomological Society Oliver I. Snapp Award Past Committee Members**

1993		2000	<b>David G. Riley</b> Jeffery K. Tomberlin F. Michael McAloon Ann A. Amis
1994	<b>Linda A. Hall</b> Arthur E. Miller Richard. B. Chalfant Brian. T. Forschler	2001	<b>Wayne A. Gardner</b> Linda A. Hall William S. Irby Beverly Sparks
1995	<b>Linda A. Hall</b> John N. All Brian T. Forschler Sandy Newell	2002	<b>Daniel R. Suiter</b> A. Ann Amis
1996	<b>Linda A. Hall</b> Everrette H. Barman, Jr. Ellen Dotson Maxcy P. Nolan Michael. J. Adang Michael A. Camann Billy J. Jump Herb Young Gail F. Bailey Tobias F. Dirks Ted McClary	2003	<b>S. Kris Braman</b> Dan L. Horton Lance G. Peterson
1997	<b>Paul Guillebeau</b> Kerry G. Thomas Harry J. Hutcheson Ronald D. Oetting David B. Adams Terry S. Price Doug Butts Ellen Dotson Frank E. French	2004	<b>Ronald D. Oetting</b> Tracie Jenkins Daniel V. Hagan Beverly A. Wiltz
1998	<b>Paul Guillebeau</b> Wayne A. Gardner Ronald D. Oetting HC Ellis David B. Adams Sandy Newell P. Glynn Tillman Mark A. Brinkman	2005	<b>Tracie M. Jenkins</b> Raymond Noblet Daniel V. Hagan Juang-Horng Chong
		2006	<b>James L. Hanula</b> G. Scott Horn James D. Dutcher
		2007	<b>James Hanula</b> James Dutcher Scott Horn
		2008	<b>Will Hudson</b> Keith Delaplane Tracie Jenkins

**Georgia Entomological Society Oliver I. Snapp Award Past Winners**

2000  
2001 Merle Shepard  
2002 Scott Horn  
2003 John R. Ruberson  
2004 Phillip M. Roberts  
2005 James D. Ellis  
2006 James D. Ellis  
2007 Marianne Robinette

## **NOMINATING COMMITTEE**

### **GUIDELINES:**

The committee shall consist of a chair and at least two (2) other members selected by the President. It is recommended that the immediate Past-President be Chairman of the Nominating Committee. All members 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 may also be nominated from the floor at the annual meeting.

It is recommended that committee members represent the three areas of academics, federal government and private industry. The committee nominates candidates for Society President-elect (1 year term) each year and Secretary/Treasurer (3 year term) every third year. Traditionally, the nominees for the office of President-Elect have been rotated between academic, federal government and industry background.

The Nominating Committee Chairman presents the nominees for the offices in question at the preliminary business meeting of the annual conference and a vote of the GES membership present is taken. The Nominating Committee Chairperson, or his designatee, announces the results at the final business meeting.

**Georgia Entomological Society Past Nominating Committee Members**

1993		2005	<b>G. David Buntin</b> Ted Cottrell David G. Riley
1994	<b>John N. All</b> Gary A. Herzog Beverly Sparks	2006	<b>James D. Dutcher</b> Wayne A. Gardner James L. Hanula Raymond Noblet
1995	<b>Gary A. Herzog</b> Karl E. Espelie Catharine Mannion W. Louis Tedders, Jr.	2007	<b>Robert McPherson</b> James Dutcher Wayne Gardner
1996	<b>S. Kris Braman</b> Daniel V. Hagan John N. All Gary A. Herzog Keith H. Griffith Billy R. Wiseman	2008	<b>Sandy Newell</b> Michael Toews Steve Brown Ron Oetting
1997	<b>Karl E. Espelie</b> Robert Davis Michael J. Adang Danny Bennett Herb Young John J. Hamm		
1998	<b>Robert E. Lynch</b> Beverly Sparks Keith S. Delaplane		
1999	<b>James H. Oliver, Jr.</b> W. Joe. Lewis Herb Young Gary A. Herzog		
2000	<b>James H. Oliver, Jr.</b> W. Joe Lewis Keith H. Griffith Gary A. Herzog		
2001	<b>Gary A. Herzog</b> James E. Carpenter Herb Young		
2002	<b>Lance G. Peterson</b> Linda Hall Keith Griffith		
2003	<b>Daniel V. Hagan</b> Lance G. Peterson James L. Hanula		
2004	<b>James L. Hanula</b> G. David Buntin Daniel V. Hagan		

## PHOTO SALON COMMITTEE

The Photo Salon committee shall include a chair and three (3) other people selected by the chairman. Knowledge of photography is useful but not essential. The committee solicits entries in the call-for-papers mailing. Slides are entered into one of the several categories with four (4) winning slides being selected for the *Journal of Entomological Science* covers for the following year. As of 2004, there will be a single category for Digital photo submissions. **However, until further notice, only 2x2 slides will be eligible for covers for the journal.**

### GUIDELINES:

An example of the call for entries to the Photo Salon competition follows.

Slides are presented for all categories and the winning slides are announced at the annual Awards Banquet following the meal.

Award Certificates and cash prizes are given for each category winner. In addition, certificates may be given to runners-up, if sufficient entries are received. No cash awards are provided for runners-up.

### CATEGORIES:

**Portrait:** Winner receives \$25 and Award Certificate

**Biology:** Winner receives \$25 and Award Certificate

**Microscopic:** Winner receives \$25 and Award Certificate

**Sequence:** Winner receives \$50 and Award Certificate

**Digital:** Winner receives \$25 and Award Certificate

### **Best of show of all photos entered:**

**Sturgis McKeever Award for Excellence in Photography.** Winner receives special plaque and award certificate

**INSECT PHOTO-SALON**

**Georgia Entomological Society Annual Meeting**

[Date]

[Location]

Conditions of Entry:

CATEGORIES: **Portrait** – close-up photo of a living insect. **Biology** – photo that ‘tells a story’ of how insects live and/or die. **Sequence** – 3-5 photos describing insect biology. **Microscopic** – photo of a living insect, non-living insect or insect material (light microscope or electron microscope). **Digital** – all digital images will be included in the same category. Digital images cannot be awarded a cover because of technological constraints.

FORMAT: Only 2x2 inch slides with a horizontal format will be accepted. Limit 3 individual slides and one sequence per participant. *We are considering procedures for digital images but cannot yet consider them in the competition.*

DEADLINE: All entries must be received by [date]

JUDGING: Criteria for judging are excellence of photographic technique and aesthetic appeal, clarity or purpose, and scientific accuracy. Winners will be selected for each category, and one photo will be selected as Best of Show. Four photos will be chosen from the total pool of photos to appear on the cover of the *Journal of Entomological Science*.

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- Please fill out one form **for each category** entered.
- Please make sure that your **name is on every slide**.

CIRCLE THE CATEGORY YOU WISH TO ENTER:

**PORTRAIT      BIOLOGY      SEQUENCE      MICROSCOPIC**

Photographer’s Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

SLIDE TITLE/DESCRIPTION (Please Print):

1. \_\_\_\_\_
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Hold the slide as it is to appear on the screen and **place a “thumb spot” in the lower left corner**

Send all entries to:

[Committee chair]

[Mailing address]

### Georgia Entomological Society Photo Salon Past Committee Members

- 1993  
1994 **Daniel V. Hagan**  
James E. Carpenter  
John H. Brower  
1995 **John R. Ruberson**  
Richard B. Chalfant  
William G. Hudson  
Robert M. McPherson  
1996 **John R. Ruberson**  
Robert M. McPherson  
G. Keith Douce  
D. Craig Sheppard  
William G. Hudson  
Stuart H. Tedders  
1997 **John R. Ruberson**  
G. Keith Douce  
D. Craig Sheppard  
1998 **John R. Ruberson**  
G. Keith Douce  
D. Craig Sheppard  
1999 **John R. Ruberson**  
G. Keith Douce  
D. Craig Sheppard  
Jeremy K. Greene  
2000 **John R. Ruberson**  
2001 **John R. Ruberson**  
2002 **John R. Ruberson**  
D. Craig Sheppard  
Lenny Wells  
2003 **John R. Ruberson**  
2004 **John R. Ruberson**  
2005 **Alton N. Sparks, Jr.**  
Will G. Hudson  
John R. Ruberson  
2006 **Alton N. Sparks Jr.**  
John R. Ruberson  
Will G. Hudson  
James D. Dutcher  
2007 **Alton N. Sparks Jr.**  
John R. Ruberson  
Will G. Hudson  
James D. Dutcher  
2008 **Alton N. Sparks Jr.**  
John R. Ruberson  
Will G. Hudson  
James D. Dutcher

## RESOLUTIONS COMMITTEE

### GUIDELINES:

The Resolutions Committee shall consist of a chair and at least one (1) other person. The committee will draft appropriate resolutions to be presented at the final business meeting of each annual GES conference. 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.

Written resolutions will be presented by the chairman during the annual business meeting and made a part of the formal record of the Annual GES Meeting.

### EXAMPLES:

1. Whereas, President Jim Carpenter, through dedicated hard work, organized and directed the Georgia Entomological society during 1999-2000, and provided superb leadership for the 2000 annual meeting; and
2. Whereas, the 64<sup>th</sup> Annual Meeting of the Georgia Entomological Society was convened April 5, 2000 at the Center for Continuing Education in Athens, Georgia; and
3. Whereas, Ray Noblet did make an excellent Founder's Lecturer to honor Preston Hunter as the 2000 GES Founder; and
4. Whereas, Jim Dutcher as chair and the Local Arrangements Committee organized and prepared an excellent format for foundation of this meeting; and
5. Whereas, President-Elect Lance Peterson organized an excellent paper and poster session and secured the talents of the outstanding keynote speaker, Dr. John Jachetta of Dow AgroSciences; and
6. Whereas, Rudolph T. Franklin was recognized as a Fellow of the Georgia Entomological Society; and
7. Whereas, the industry sponsors, Bayer Corporation, Dow AgroSciences, American Cyanamid, Uniroyal Chemical Co., and Zeneca Ag. Products generously provided refreshments during the 2000 Annual Meeting;
8. (Other appropriate resolutions)

Be it therefore resolved that the Georgia Entomological Society extend its sincere appreciation and thank you to all who have contributed to the success and enjoyment of the 64<sup>th</sup> Annual Meeting.

Respectfully submitted,  
[Chair of resolutions committee]  
[Date]

## Georgia Entomological Society Resolutions Past Committee Members

- 1993  
1994  
1995 **Steve L. Brown**  
Danny Bennett  
Beverly Sparks  
1996 **John H. Brower**  
Danny Bennett  
William L. Lambert  
1997 **William G. Hudson**  
Maxcy P. Nolan, Jr.  
Jerry A. Payne  
1998 **John V. Altom**  
William G. Hudson  
John N. All  
1999 **Robert E. Lynch**  
John V. Altom  
K. Bondari  
Randy Hudson  
2000 **D. Craig Sheppard**  
S. Kris Braman  
Dan L. Horton  
William G. Hudson  
2001 **D. Craig Sheppard**  
2002 **G. David Buntin**  
2003 **Lance G. Peterson**  
Daniel V. Hagan  
2004 **Lance G. Peterson**  
Daniel V. Hagan  
2005 **Alton N. Sparks, Jr.**  
Keith Delaplane  
2006 **Alton N. Sparks, Jr.**  
Keith S. Delaplane  
Xinzhi Ni  
Joe Williams  
2007 **G. David Buntin**  
Xinzhi Ni  
2008 **Glynn Tillman**  
Xinzhi Ni

## **AUDIT COMMITTEE**

The Audit Committee shall consist of two (2) 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 audit the accounts, examine the annual "Report of the Secretary/Treasurer", 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 Audit 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 Audit Committee arranges a meeting or meetings of the Committee to audit the Secretary/Treasurer's financial records.

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

- 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. Have all IRS forms been submitted by for the previous year?
  - 2. Is the bank holding the reserve fund paying a reasonable rate of interest compared to the current rates?
  - 3. Are all of the financial records well arranged and organized?

Submit a written report to Secretary/Treasurer following the annual meeting, which will be published as part of edited minutes of the Annual GES Business Meeting.

## Georgia Entomological Society Past Audit Committee Members

1993  
1994  
1995 **HC Ellis**  
David B. Adams  
James D. Dutcher  
1996 **Beverly Sparks**  
Steve L. Brown  
James D. Dutcher  
1997 **Ronald Harrison**  
Herbert G. Henry  
HC Ellis  
1998 **Phillip M. Roberts**  
Tim Adcock  
HC Ellis  
1999 **HC Ellis**  
Steve L. Brown  
2000 **Joseph V. McHugh**  
Steve L. Brown  
2001 **Dan L. Horton**  
Keith S. Delaplane  
2002 **Dan L. Horton**  
Brian Forschler  
2003 **Dan L. Horton**  
2004 **Dan L. Horton**  
Nancy Hinkle  
2005 **Dan L. Horton**  
Nancy Hinkle  
2006 **Nancy Hinkle**  
John R. Ruberson  
2007 **John R. Ruberson**  
Alton Sparks, Jr.  
2008 **John All**  
Ray Noblet

## **STUDENT AFFAIRS COMMITTEE**

The Student Activities Committee was established in 2000/2001 and shall consist of at least three (3) regular members and two (2) student members. Each regular member will serve a three-year staggered term, one new member to be appointed each year by the incoming President. The student members will be appointed by the committee and will represent both UGA and GSU. The Chair of the Committee shall be inherited by virtue of seniority on the committee. This committee shall solicit student input, assist in judging of papers and posters, and bestow travel awards for the annual GES meeting. The committee shall also coordinate special activities that involve the participation of student members in Society affairs.

### **GUIDELINES:**

The committee should consist of at least three (3) regular members and two (2) student members. The regular member with the most years of service on the committee should assume the role of committee chair in his or her final year and then rotate off the committee the following year. Therefore, membership on this committee should be considered a three-year commitment.

- 1) The Chair will 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) With the President, the chair will coordinate Student Affairs Committee members to serve on the C. M. Beckham Award (PhD paper) Committee, the T. L. Bissell Award (MS/BS paper) Committee and the U. E. Brady, Jr. Award (student poster) Committee. One of the student members should be requested to serve on the O. I. Snapp (non-student paper) Committees.
- 3) Promote student membership and involvement in GES whenever possible including participation from students for all scholarships, awards and grants.
- 4) Submit a letter of invitation and criteria for earning student travel grants with the General GES mailing announcing the annual meeting. Gather returned forms and meet with Committee members to select student winners.
- 5) Judge student applications for travel grants as a committee and select the mini-grant winners.
- 6) Attend the GES annual meeting, if possible, and serve on committees judging the student paper and poster competitions. Arrange for a substitute judge if unable to attend the meeting, and inform the paper or poster awards chair and the Student Affairs chair of the substitute.

### Georgia Entomological Society Past Student Affairs Committee Members

- 2001 **S. Kris Braman**  
Frank E. French  
Ray Noblet  
Jeffery K. Tomberlin  
Denise Bonilla  
Austin Tracey  
Austin Jenkins (SCES)
- 2002 **S. Kris Braman**  
Quentin Fang  
Robert W. Mathews  
David Jenkins  
A. Bradley Wells  
James. E. Carpenter
- 2003 **S. Kris Braman**  
Darold Batzer  
James Wedincamp, Jr.  
Jim Young
- 2004 **S. Kris Braman**  
Darold Batzer  
James Wedincamp, Jr.  
Jim Young
- 2005 **S. Kris Braman**  
Darold Batzer  
Daniel V. Hagan  
Chip Hancock  
Juang-Horng Chong
- 2006 **S. Kris Braman**  
Darold Batzer  
Daniel V. Hagen  
Chip Hancock  
Floyd Shockley  
John R. Ruberson
- 2007 **John R. Ruberson**  
William Irby  
Dan Hagan  
Dan Horton  
Jaime Fuest  
Sarah Mock
- 2008 **Nancy Hinkle**  
William Irby  
Michelle Samuel-Foo  
Shimat V. Joseph

## **INSECT SURVEY COMMITTEE**

This committee consists of the editor or co-editors of the University of Georgia insect survey and losses report. An annual review of this report is presented at the Annual Meeting final business meeting.

## Georgia Entomological Society Past Insect Survey Committee Members

1993

1994 **G. Keith Douce**  
Robert M. McPherson

1995 **G. Keith Douce**  
Robert M. McPherson  
Arthur E. Miller

1996 **G. Keith Douce**  
Robert M. McPherson  
Arthur E. Miller  
David C. Jones

1997 **G. Keith. Douce**  
Robert M. McPherson  
David C. Jones

1998 **Robert M. McPherson**  
G. Keith Douce  
Arthur E. Miller  
David. C. Jones

1999 **Robert M. McPherson**  
G. Keith Douce  
Arthur E. Miller

2000 **Robert M. McPherson**  
G. Keith Douce  
Arthur E. Miller

2001 **Robert M. McPherson**  
G. Keith Douce  
Arthur E. Miller

2002 **Robert M. McPherson**  
G. Keith Douce  
Arthur E. Miller  
G. David Buntin

2003 **Robert M. McPherson**  
Nancy Hinkle  
G. Keith Douce

2004 **Robert M. McPherson**  
Nancy Hinkle  
G. Keith Douce

2005 None appointed

2006 **Phillip M. Roberts**  
Nancy Hinkle  
Robert M. McPherson  
G. Keith Douce  
P. Glynn Tillman  
C. Wayne Berisford

2007 **Phillip Roberts, Co-Chair**  
**Nancy Hinkle, Co-Chair**  
**Paul Guillebeau, Co-Chair**

2008 **Phillip Roberts, Co-Chair**  
**Nancy Hinkle, Co-Chair**  
**Paul Guillebeau, Co-Chair**

### **MEETING SITE SELECTION COMMITTEE**

This committee shall consist of three (3) people who can serve for several years. They are charged with locating potential meeting sites for GES Annual Meetings two (2) years in advance. After a location and hotel are selected they are submitted as a recommendation at the annual business meeting. The committee may offer a choice of two locations for the membership to decide on. After receiving membership approval, the committee chair, in consultation with the Secretary/Treasurer should secure a negotiated contract commitment for that year's meeting, using the Local Arrangements guidelines.

The President may request a member of the site selection committee to serve as Local Arrangements Chairman, or he may opt to offer that role to a member residing in closer proximity to the selected meeting site.

### Georgia Entomological Society Past Site Selection Committee Members

1993		2005	<b>G. David Buntin</b>
1994	<b>Herbert R. Smith</b>		Lance Durden
	J. Larry Zettler		Alton .N. Sparks, Jr.
	Steve L. Brown	2006	<b>Dan L. Horton</b>
1995	<b>William G. Hudson</b>		Gretchen Pettis
	James E. Carpenter		Detsy Bridges
	Herb. Young	2007	<b>Phillip Roberts</b>
1996	<b>James E. Carpenter</b>		Darold Batzer
	Keith S. Delaplane		William Irby
	David B. Adams		Dan Suiter
	Randy Hudson	2008	<b>Jim Hanula</b>
	Douglas A. Allen		Scott Horn
	Catharine Mannion		Dan Horton
1997	<b>Daniel V. Hagan</b>		
	Steve L. Brown		
	Mary Harris		
	Stan Diffie		
	Gary L. DeBarr		
	Louise G. Henry		
1998	<b>David G. Riley</b>		
	Steve L. Brown		
	David B. Adams		
	James Hadden		
1999	<b>Ronald D. Oetting</b>		
	Robert M. McPherson		
2000	<b>Frank E. French</b>		
	William S. Irby		
	W. David Rogers		
	G. David Buntin		
2001	<b>Steve L. Brown</b>		
	Phillip M. Roberts		
	Jeremy K. Greene		
	Lance G. Peterson		
2002	<b>Steve L. Brown</b>		
	Beverly Sparks		
	Jeremy K. Greene		
	Lance G. Peterson		
2003	<b>Phillip Roberts</b>		
	Steve L. Brown		
	Lance G. Peterson		
2004	<b>Nancy Hinkle</b>		
	G. Scott Horn		
	Dan L. Horton		
	Paul Guillebeau		

**Meeting Sites of the Georgia Entomological Society**  
**(\*Joint meeting of the Georgia Entomological Society and the South Carolina Entomological Society)**

**Meeting Dates**

2 April, 1937  
 1 April, 1938  
 28-30 October, 1938  
 6 May, 1939  
 14 October, 1939  
 6 April, 1940  
 7 November, 1940  
 5 April, 1941  
 4 April, 1942  
 21 March, 1944  
 29 March, 1946  
 10 April, 1948  
 30 April, 19949  
 3-4 March, 1950  
 9-10 March, 1951  
 7-8 March, 1952  
 6-7 March, 1953  
 12-13 March, 1954  
 4-5 March, 1955  
 8-9 March, 1956  
 19-20 March, 1957  
 5-7 March, 1958  
 4-5 March, 1959  
 30-31 March, 1960  
 8-9 March, 1969  
 20-22 March, 1962  
 20-22 March, 1963  
 26-27 March 1964  
 9-11 March, 1965  
 23-25 March, 1966  
 21-23 March 1967  
 19-21 March, 1968  
 18-20 March, 1969  
 17-19 March, 1970  
 16-18 March, 1971  
 15-17 March, 1972  
 28-30 March, 1973  
 13-15 March, 1974  
 19-21 March, 1975  
 17-19 March, 1976\*  
 16-18 March, 1977  
 15-17 March 1978  
 21-23 March, 1979\*  
 19-21 March, 1980  
 18-19 March, 1981  
 24-26 March, 1982  
 23-25 March, 1983  
 21-23 March, 1984  
 20-22 March, 1985  
 24-26 March, 1986\*  
 18-20 March, 1987

**Meeting Location**

Agricultural Experiment Station, Experiment  
 Georgia Institute of Technology, Atlanta  
 Okefenokee Swamp, Fargo  
 Georgia State College for Women, Milledgeville  
 Agricultural Experiment Station, Experiment  
 Emory University, Atlanta  
 Agricultural Experiment Station, Experiment  
 Wesleyan College, Macon  
 Emory University, Atlanta  
 Piedmont Hotel, Atlanta  
 Agricultural Experiment Station, Experiment  
 Baldwin Hall-UGA, Athens  
 Jekyll Island Hotel, Jekyll Island  
 American Legion, Fort Valley  
 Abraham Baldwin Agricultural College, Tifton  
 Savannah Hotel, Savannah  
 Hotel Dempsey, Macon  
 Ida Dunlap Little Library-UGA, Athens  
 Radium Springs Hotel, Albany  
 Manger Hotel, Savannah  
 Rock Eagle 4-H Club Center, Eatonton  
 King and Prince Hotel, St. Simons Island  
 Radium Springs Hotel, Albany  
 New Chemistry Building-UGA, Athens  
 Wanderer Motel, Jekyll Island  
 Radium Springs Hotel, Albany  
 Holiday Inn, Pine Mountain  
 Corsair Motel, Jekyll Island  
 Downtown Holiday Inn, Atlanta  
 Stuckey's Carriage Inn, Jekyll Island  
 Manger Hotel, Savannah  
 Elks Club, Albany  
 Stuckey's Carriage Inn, Jekyll  
 Downtowner Motor Inn, Albany  
 DeSoto Hilton, Savannah  
 King and Prince Hotel, St. Simons Island  
 Macon Hilton Hotel, Macon  
 Holiday Inn, Athens  
 King and Prince Hotel, St. Simons Island  
 DeSoto Hilton, Savannah  
 Downtowner Motor Inn, Albany  
 King and Prince Hotel, St. Simons Island  
 Quality Inn, Hilton Head, SC  
 Ramada Inn West, Macon  
 Rural Development Center, Tifton  
 History Village Inn & Conference Center, Athens  
 Downtowner Motor Inn, Albany  
 Buccaneer Motor Lodge, Jekyll Island  
 Rural Development Center, Tifton  
 Sheraton Resort & Country Club, Savannah  
 Quality Inn-Buccaneer, Jekyll Island

**Meeting Dates (cont.)**

23-25 March, 1988  
23-24 March, 1989  
28-30 March, 1990  
27-29 March, 1991  
25-27 March, 1992  
24-26 March, 1993  
23-25 March, 1994\*  
29-31 March, 1995  
27-29 March, 1996  
16-17 April, 1997  
16-17 April, 1998  
14-16 April, 1999  
6-7 April, 2000  
4-6 April, 2001\*  
3-5 April, 2002  
2-4 April, 2003  
31 March - 2 April, 2004  
30 March - 1 April, 2005  
29-31 March, 2006  
16-18 May, 2007  
2-4 April, 2008

**Meeting Location (cont.)**

Georgia Southern College, Statesboro  
University of Georgia, Athens  
Unicoi Lodge & Conference Center, Helen  
Callaway Gardens, Pine Mountain  
Clarion Resort Buccaneer, Jekyll Island  
Georgia Center for Continuing Education, Athens  
Sheraton Charleston Hotel, Charleston, SC  
Merry Acres Motel, Albany  
Holiday Inn-Midtown, Savannah  
Unicoi State Park, Helen  
Buccaneer Motor Lodge, Jekyll Island  
Rural Development Center, Tifton  
Georgia Center for Continuing Education, Athens  
Georgia Mountain Center, Gainesville  
Georgia Southern University, Statesboro  
Holiday Inn, Jekyll Island  
Callaway Gardens, Pine Mountain  
Georgia Center for Continuing Education, Athens  
Holiday Inn, Jekyll Island  
Georgia Center for Continuing Education, Athens  
Lake Blackshear Resort & Golf Club, Cordele

## INDUSTRY PANEL COMMITTEE

### GUIDELINES:

The Industry Panel Committee shall consist of three (3) members with at least two (2) of those members from industry. The committee will meet as required to conduct its mission. All entomological related industries doing business in Georgia will be invited to become members and to participate actively in GES.

### Suggested Responsibilities:

Obtain addresses and names of contacts for companies associated with entomology in Georgia currently members of GES. This list should be kept up to date and handed on to each successive Industry Panel Chairman. The Chair may use his sources to expand this list to industries not currently members of the GES if he so desires.

### January:

1. Chair: Send letters to individuals on the industry list soliciting financial support for the GES Annual Meeting. Funds will be directed toward coffee breaks, the Award Banquet, continental breakfast and possibly a social mixer event. Contributions may also be made directly to the student travel fund. Provide the following directions:
  - All checks should be sent to the GES Secretary/Treasurer for receipt by **April 1**. Checks are made payable to GES. Provide a detail 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, (coffee breaks, Award Dinner, continental breakfast the social event, or student travel).
  - Prepare a listing of contributors and target of their donation for printing in the annual program and for written recognition on posters at the annual meeting.
2. Chair: Organize committee members to call sustaining members 1-2 weeks after letter sent to remind them of donations for GES Annual Meeting.
3. Invite industry representatives to participate in the Industry Panel section of the program at the annual meeting. Representatives may give a 5 to 8 minute update of their company's product(s) additions, programs, etc.

### April:

1. At the Annual Meeting, the Industry Panel Chairman will moderate the Industry Panel, giving industry representatives 5 to 8 minutes to make their company presentations. The Chairman will have coordinated with the Program Chairman to be sure that the appropriate time for the Industry Panel has been allotted.
2. Follow up with any industry representatives attending the meeting that have not made a donation and extend another opportunity for them to become involved.



### Example of Letter to Industry

[Date]

Dear Business and Industry Friend of The Georgia Entomological Society,

We wish to thank you for your continuing support to the Georgia Entomological Society through your membership and financial donations for annual meetings. This generosity has allowed us to consistently offer excellent programs of scientific information exchange.

Our planned annual meeting for 20xx is going to be a joint meeting with the South Carolina Entomological Society, the 5<sup>th</sup> such joint meeting we have held with them. These have all proven to be very interesting and well attended meetings. The meeting will be in Gainesville, GA at the Best Western Lanier Centre Hotel and The Georgia Mountains Center on April 4-6. You should be receiving the information package soon, if not already, and we hope that you will be able to attend.

As in the past, there will be an Industry Panel on the program. This is an opportunity for our industry members to make a brief comment or presentation about their activities. This is a good time to mention new products or services, discuss product label changes, or to present your product or service line program for 20xx. **The Industry Panel will permit a 5 to 8 minute time slot for you to talk about your company.** You may use over-head projector, 2x2 slides, LCD Power Point computer projection, or you may speak with no video aids at all. Please let me know by February 20 if you will want to speak on the panel, as we need to plan time in the program. Please also let me know what video equipment you will need. If you plan to use the computer projector, you will have to have your presentation in Power Point and on a CD or disc available to load the computer before the panel session begins.

We would also like to ask you to consider making a \$75 to \$100 financial donation to the Society to share in sponsoring the breaks and continental breakfast. At this time we are not planning on an Industry Sponsored Mixer, but if donations were sufficient to cover one, we would be happy to put it together for [date]. They are always popular and would be greatly appreciated.

**Please make your check out to: The Georgia Entomological Society,** and mail it to Paul Guillebeau, GES Secretary/Treasurer, Department of Entomology, University of Georgia, Athens, GA 30602.

For inclusion on the Industry Panel at the annual meeting, please contact me as soon as possible.

Thank you for your consideration and support,

[Chair Name], Chairman  
GES Industry Panel Committee  
[Phone number]  
[Fax number]  
[E-mail Address]

### Georgia Entomological Society Past Industry Panel Committee Members

1993		2001	<b>John V. Altom</b>
1994			W. Louis Tedders, Jr.
1995	<b>Sandy Newell</b>		Lance G. Peterson
1996	<b>Herbert R. Smith</b>	2002	<b>Herb Young</b>
	Herbert G. Henry		W. Louis Tedders, Jr.
	Mike Gomez		Lance G. Peterson
	James S. Hunter, III		John V. Altom
	H. Gary Hancock	2003	<b>John V. Altom</b>
	Sandy Newell		W. Louis Tedders
1997	<b>Alvin L. Anderson</b>		Herb Young
	John J. Hamm	2004	<b>Steve L. Brown</b>
	Herb Young		W. Louis Tedders, Jr.
	Mike Gomez		Keith H. Griffith
	Herbert R. Smith	2005	<b>Steve L. Brown</b>
	Eugene M. Maddux	2006	<b>Steve L. Brown</b>
	Jeff Davis		Herb Young
	Sandy Newell		Keith H. Griffith
1998	<b>Herb Young</b>		John V. Altom
	Keith H. Griffith		Gerald Harrison
	Sandy Newell		Tony Estes
1999	<b>W. Kent Taylor</b>	2007	<b>Bo Braxton</b>
	Ben Rogers		Henry McLean
	Stanley Royal		Tony Weiss
	Alvin L. Anderson		John All
2000	<b>Herb Young</b>	2008	<b>Tony Weiss</b>
	W. Louis Tedders, Jr.		Henry McLean
	Sandy. Newell		Bo Braxton

## **AD-HOC COMMITTEES**

### **SPORTING EVENTS (GOLF & RUN) AND ASSOCIATES PROGRAM**

This committee is a sub-committee of the Local Arrangements Committee and works to assist the Local Arrangements Chairman with the R&R functions of the Annual Meeting. Guidelines are established on a year-to-year basis in conjunction with the wishes of the Local Arrangements Committee. The Golf and 5 Kilometer walk/run are normally held on the day before the official annual Meeting Program begins. A spouse of one of the Local Arrangements committee members normally coordinates the Associates program.

**Georgia Entomological Society Past Golf/Run/Associates Committee Members**

1993		2006	<b>Alton N. Sparks, Jr. (Golf)</b>
1994	<b>John N. All</b> John. Norris		Phillip M. Roberts John N. All (Run/Walk)
1995	<b>John N. All</b> David B. Adams Randy Hudson	2007	<b>Alton N. Sparks, Jr. (Golf)</b> Phillip M. Roberts John N. All (Run/Walk)
1996	<b>HC Ellis</b> David B. Adams James D. Dutcher Richard B. Chalfant Lorraine French Barbara Fultz Paulette Zettler Roberta Miller	2008	<b>Alton N. Sparks, Jr. (Golf)</b> Phillip M. Roberts John N. All (Run/Walk)
1997	<b>James D. Dutcher</b> Randy Hudson Alton Sparks James W. Todd Richard B. Chalfant Ann Lambert Nita F. Lynch Dannie Sparks		
1998	<b>James D. Dutcher</b> Steve L. Brown David B. Adams John N. All		
1999	<b>HC Ellis</b> James W. Todd Randy Hudson James D. Dutcher Dan L. Horton K. Bondari		
2000	<b>HC Ellis</b> James W. Todd Randy Hudson John N. All James. O. Howell K. Bondari		
2001	<b>Beverly Sparks</b> Dan L. Horton John N. All		
2002	Shelby McPherson Miriam Hagan		
2003	<b>Phillip Roberts</b> John N. All		
2004	<b>Alton N. Sparks, Jr.</b> John N. All		
2005	<b>Beverly Sparks (Golf)</b> Don Canerday (Golf) John N. All (Run/Walk)		

## **OPERATING GUIDELINES COMMITTEE**

### **GUIDELINES:**

The initial Operating Guidelines of the Georgia Entomological Society were compiled in 2000/2001 by the sitting GES President and approved by the Board of Directors. Future guidelines will be maintained and revised by the immediate Past-President or by his appointee. A current copy will be kept on the GES Web site, (PDF File) and shall be updated each year with a copy on disc (Microsoft Word) is to be maintained by the Secretary/Treasurer as a back up.

Each officer and committee chair should make appropriate inputs and/or revisions to this document and give these to the Chairman of the Operating Guidelines Committee by a predetermined deadline (suggest March 1). The Operating Guidelines Committee chair should actively solicit these revisions prior to the Annual Meeting (normally held in early April). The Chair will then revise and update the Operating Guidelines and make them available to the incoming President by the start of the Annual Meeting. The revisions will also be made on the Web copy at this time.

Revised guidelines will be given to incoming officers/committee chairs by the new President when these individuals are appointed to their positions in the Society. They will be instructed to use these guidelines and to make helpful suggestions to revise them and keep them up to date if necessary and appropriate. The guidelines will also be available as a read only PDF file on the GES Web Page.

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 90 pages. If reimbursement is needed, receipts should be given to the Secretary/Treasurer for reimbursement. There may be as many as 27 officers and committee chairs, so a budget of ca. \$200 to print 30 hard copies is recommended.

## Georgia Entomological Society Past Operating Guidelines Committee Members

- 2001 **Lance G. Peterson**  
Daniel V. Hagan  
James E. Carpenter  
Paul Guillebeau  
Ronald D. Oetting  
G. Keith Douce  
Wayne A. Gardner  
S. Kris Braman  
Gary A. Herzog  
Robert E. Lynch
- 2002 **Lance G. Peterson**  
Daniel V. Hagan  
Paul Guillebeau  
G. Keith Douce  
Wayne A. Gardner
- 2003 **Lance G. Peterson**  
Daniel V. Hagan  
James L. Hanula
- 2004 **Lance G. Peterson**
- 2005 **Wayne A. Gardner**
- 2006 **Lance G. Peterson**  
Wayne A. Gardner  
Robert M. McPherson  
John N. All  
James L. Hanula
- 2007 **Robert M. McPherson**  
Lance G. Peterson  
John N. All  
James L. Hanula
- 2008 **David Buntin**  
Wayne Gardner  
John Ruberson  
Paul Guillebeau