

MISSISSIPPI ENTOMOLOGICAL ASSOCIATION

OFFICERS AND COMMITTEE GUIDE
2008-2009



Index

	Page
Officers	3
Committee Chairs	3
MEA Time-line / calendar of events.....	4
MPMA – joint meeting time-line.....	5
Table of Contact personnel.....	5
Guidelines for officers	
President.....	6
Executive vice president.....	6
Vice president.....	6
Secretary.....	7
Treasurer.....	7
Directors.....	7
Guidelines for committees.....	
Executive	8
Program	8
Membership and rules.....	9
Public relations	10
Research and education.....	11
Legislative.....	11
Scholarship.....	12
Awards.....	13
Local arrangements.....	14
Hospitality and entertainment.....	15
Nominations.....	15
Historical.....	16
Special funds.....	16
Student involvement.....	16
Constitution.....	17
By-laws.....	20
Appendix I.....	21
Award nomination form.....	22
Call for papers.....	23
Call for posters.....	24
Advanced registration form.....	25
Registration form.....	26
Student Paper Competition Evaluation Form.....	27
Pest Management Societies poster judging form and criteria.....	28

Mississippi Entomological Association Officers for the year 2007-2008

MEA Officer Nomination List		
COMMITTEE	2007-2008	2008-2009
President	Ryan Jackson	Melissa Siebert
Vice President	Melissa Siebert	Jeff Gore
Executive Vice President	Clarence Collison	Clarence Collison
Secretary	Mike Caprio	Mike Caprio
Treasurer	Fred Musser	Fred Musser*
Director 1	Jim Robbins	Clint Allen
Director 2	David Held	Angus Catchot
Director 3	Jian Chen	Gordon Andrews
Director 4	Chris Daves	Chris Daves
*Mike Williams and Harry Fulton will have check-signature authorization.		

OTHER DIRECTORS:

Presidents of Mississippi Agricultural Consultants Association, Mississippi Pest Control Association, and Mississippi Agricultural Aviation Association are also directors of the MEA. These individuals should be solicited for input and advice on matters of importance to the MEA. They should be invited to attend executive committee meetings but should not be counted against a quorum. President should solicit their involvement by letter prior to the spring meeting. If the President of one of these associations cannot attend he may appoint a representative.

COMMITTEE CHAIR PERSONS

COMMITTEE	CHAIR PERSONS 2006-7	CHAIR PERSONS 2007-8	CHAIR PERSONS 2008-9
Local Arrangements	Kathy Knighten	Kathy Knighten	Kathy Knighten
Awards	Dennis Reginelli	Dennis Reginelli	Angus Catchot
Nominations	Angus Catchot	JT Vogt	Ryan Jackson
Historical	Gordon Andrews	Mike Williams	Mike Williams Aubrey Harris
Legislative	Harry Fulton	Harry Fulton	Harry Fulton
Public Relations	Jeff Willers	Jeff Willers/Jt Vogt	Jeff Willers John Riggins
Scholarship	Blake Layton	Blake Layton	Blake Layton
Hospitality and Entertainment	Chip Graham	Rusty Mitchell	Rusty Mitchell
Membership and Rules	Don Parker	Don Cook	Chris Peterson
Research and Education	Aubrey Harris	Jeff Gore	Clint Allen
Publications	Christopher Peterson	Christopher Peterson	Don Cook
Student Involvement*	Dan Fleming	Dan Fleming	Kristine Edwards
*President or vice president (whichever is the entomology student) of the EPP Club presidency serves as this committee chair. Presidency changes in January each year.			

Please note appendix I, copies of advanced registration form, registration form, award form, call for papers and call for posters.

TIME-LINE / CALENDAR OF EVENTS
MISSISSIPPI ENTOMOLOGICAL ASSOCIATION MEETING

MONTH	ACTIVITY
January	Set date and reserve Bost Building for next year's meeting. Complete MEA responsibilities for the Joint Pest Management Associations (MPMA) meeting. See Time-Line for fall meeting below.
February	Hold Executive committee meeting associated with the MPMA meeting to begin plans for current year and fall meeting and confirm committee chair persons selected by the chairman. All appointed chairs should be given specific written instruction and suggestions. Continue to plan, work on and conduct the Joint Conference (MPMA).
March	First meeting of all committee chairs and Executive Committee. This is the fall program planning committee and should begin the plans for the ensuing year. Each committee chair should have his committee named at this time and should outline his committee's objectives for the year. Set theme for fall meeting. <i>Secretary will mail copies of the minutes of this meeting to all committee members.</i>
April	Public relations committee solicits news items from all components of Mississippi entomology for inclusion in the newsletter. Poll USDA, State, Industry,, PCOs, Consultants, Aviators.
May	Public relations committee to prepare NEWSLETTER. Joint Committee of the Pest Management Associations (chair VP) meet to begin planning for the spring meeting
June	Publish the NEWSLETTER and mail it. Issue call for nominations and for any papers or posters for fall meeting.
July	Announce meeting dates, place etc. for the fall meeting in media. <i>If this is not done early, Delta Farm Press and other publishers will ignore the request to publish the announcement.</i>
August	Program planning committee meets to plan Annual Conference. Issue any final calls for papers/posters/nominations. Make direct contact with media (telephone) to advertise meeting. Obtain sign-up sheets for continuing education credits (CEU's) from the two agencies.
September	Prepare draft of program and mail to program planning committee for editing. Prepare mail-outs for pre-conference information (pre-registration etc.) Prepare final copy of program for publication (1000 copies) Entomology portion of spring meeting set and turned in to chair of Joint PM Committee.
October	Mail program and conference information to membership and friends Solicit Hospitality and entertainment funds from industry Have all award committee meetings (early in the month) Have certificates and plaques made for awards Select 4-H winners and invite them and parents to luncheon (before 15 th) Purchase awards for 4-Hers.
November	Prepare annual reports to include financial statement and yearly minutes for handout to Executive committee and general membership. Annual business meeting. Prepare Banquet program. Prepare signs for conference (bingo donors, registration etc.). Prepare for refreshments during conference. Make reservations in Bost for next year's conference. Newly elected President to begin appointing committee chairs. Prepare after action newsletter (outgoing public relations chair and secretary). Follow action plan for individual committees. Mail details and registration information concerning Joint PM Association meeting. Issue call for posters for the Joint Conference. Deposit monies received, pay bills and set up books for coming year.
December	Confirm committees and committee appointments. Mail MEA Newsletter and membership list to Conference attendees Solicit membership dues from non attending members Solicit sustaining memberships from industry and other interested individuals Prepare membership list for association

TIME-LINE / CALENDAR OF EVENTS
MISSISSIPPI PEST MANAGEMENT ASSOCIATIONS (MPMA) MEETING

MONTH	ACTIVITY
January	Complete MEA responsibilities for the Joint Pest Management Associations meeting.
April 30	Date and site selection, program format and theme
August 31	Joint session program development
September 15	Co-sponsoring organization program development (Entomology portion of spring meeting set and turned in to chair of Joint PM Committee.)
September 30	Confirmation of presentation titles and speakers
October 15	Final program development
October 31	Publicity plans and materials preparation and release
November 1	Mail copy of preliminary program, registration and poster solicitations to joint membership.
January 10	All material for proceedings should be sent to general chairman in electronic format (MS Word) for publication.
March 1	Notes of appreciation sent to invited speakers

The above calendars of events are given as a guide. Most of the items on the list are needed for the MEA to function properly. If there are others that need to be added, please present them at an executive committee meeting for discussion.

Table of Contact Personnel

Activity	Contact Person	Phone	Purpose
Facility Set-Up	Beverly Brimer	5-2440 or 3361	Best set-up
Floral Arrangements	Lynette McDougald	5-2965	Center pieces (ca. 15) (based on expected attendance)
Food Service	Shirley Lucious	5-2965	Luncheon arrangements
Easels	Kathy Nash (Ext. Support Services)	5-3361	Poster presentations
CEU Credits - BPI(Certification)	Larry Thead, P.O. Box 5207, Mississippi State, MS 39762 larryt@state.ms.us	5-3390	Obtain sign up sheets for certifications
CEU Credits (Certified Crop Advisors)	Bob Thomson 621 Sherwood Rd. Starkville, Ms 39759 bobthomson54@yahoo.com	662-418-1611	(Goes through Thomson and ultimately to the ASA, 677 S. Segoe Road, Madison, WI 53711)
Scholarship and paper competition	Dr. Bellaiya Rajanna chairperson	601-877-6240	1000 ASU Drive – 870, Math and Science Bldg., Rm. 313, Alcorn State, MS 39096-6240
	Barbara Knight (secretary)	662-846-4240	Division of Bio. & Phys. Sci., Delta State Univ. Cleveland, MS 38733-0002 bknight@deltastate.edu
	Dr. Gregorio B. Begonia interim chair	601-979-3902	Dpt. Of Bio. Sci., School of Sci. and Technology, Jackson State University, Jackson, MS 39217
	Dr. Paul Lago	662-915-7472 Fax: 662-915-5144	Dept of Biology, University of Mississippi University, MS 38677 (plago@olemiss.edu)
	Dr. Fred G. Howell	601-266-4750	Dept. of Bio. Sci., University of Southern Mississippi, Hattiesburg, MS 39406. (freddie.howell@usm.edu)

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION	
Officer	Responsibilities
PRESIDENT	<ol style="list-style-type: none"> 1. Preside over all official functions of the Mississippi Entomological Association. 2. Name committee chairs and give them their charge as soon after the November meeting as possible. 3. Serve as chairman of the executive committee. 4. Represent Mississippi Entomology to the general public. 5. Promote entomology throughout the state. 6. Chair program committee for Annual Conference. In association with the Extension Leader, MCES, Executive Vice President, and Vice President name the members of the committee. The committee should be announced at the spring meeting. 7. Serve as ex-officio member of all committees. 8. Keep all officers and chairmen abreast of activities pertaining to their area of responsibility. In so doing, all correspondence should be carbon copied to the Vice President, Executive Vice president Treasurer and to the Secretary for file. 9. Call a meeting of the Program Committee soon after the Program Committee is named. 10. Poll the Program Committee for suggestions for the Annual Conference.
EXECUTIVE VICE PRESIDENT	<ol style="list-style-type: none"> 1. Serve on executive committee. 2. See to the day-to-day operation of the MEA. 3. Serve as the advisor and guide to the officers in carrying out the operations of the Mississippi Entomological Association. 4. Confirm all nominations and appointments. 5. Assist in interpretation and act as keeper of the constitution and by-laws of the MEA. 6. Insure that all financial obligations are met in a timely manner. 7. Act as liaison with state, regional and national organizations having a common cause with MEA. (e.g. ESA, SEB-ESA, ARPE, Universities etc.) 8. Participate in naming of program committee.
VICE PRESIDENT	<ol style="list-style-type: none"> 1. Serve on executive committee. 2. Preside over all presidential functions in the absence of the president. 3. Responsible for the banquet at the Annual Conference, including food and decorations. 4. Serve on program committee for the Annual Conference. 5. Chair the entomological section of the joint Pest Management Conference Committee. 6. Chair the Program Planning committee for the Joint Pest Management Conference (Entomology is chair of the conference once every 3 years). It is important that the Vice president be as involved as possible in the activities of the President so that he may learn what the duties are and be prepared for the office of president.

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.	
SECRETARY	<ol style="list-style-type: none"> 1. Serve on executive committee. 2. Keep and maintain minutes of all official meetings of the MEA. 3. Work with program committee to draft, publish and distribute program for Annual conference. 4. Work with the program chairman and vice president to prepare and publish summaries. 5. Assist all committee chairs in carrying out their duties. 6. Assist the public relations committee in production of a minimum of two newsletters annually. 7. Maintain a file of all official correspondence by the MEA. 8. Maintain membership list to include sustaining members and annually solicit sustaining memberships. 9. Collate and publish all committee reports of the annual business meeting.
TREASURER	<ol style="list-style-type: none"> 1. Serve on executive committee. 2. Collect and keep record of all monies collected and disbursed by the association. 3. Pay the association's bills. 4. Prepare an annual financial report. 5. Send annual dues notices to members not attending the annual meeting. 6. Assist secretary in maintaining current membership lists including sustaining memberships.
DIRECTORS	<ol style="list-style-type: none"> 1. Serve as a member of the Executive Committee. 2. Assist in planning and preparing the program for the Annual Conference. <p><i>There are two categories of directors for the MEA.</i></p> <p><i>ELECTED DIRECTORS:</i> <i>Four are elected from within the membership each year and should act as advisors to the President having regular input to him. They should attend all executive committee meetings and serve as requested as chairmen of ad hoc committees at the request of the president.</i></p> <p><i>OTHER DIRECTORS:</i> <i>Presidents of Mississippi Consultants Assoc., Miss. PCO, and Miss. Ag. Aviation Assoc. are also directors of the MEA. These individuals should be solicited for input and advice on matters of importance to the MEA. They should be invited to attend executive committee meetings but should not be counted against a quorum. President should solicit their involvement by letter prior to the spring meeting. If the President can not attend he may send a designee.</i></p>

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.	
EXECUTIVE COMMITTEE	<ol style="list-style-type: none"> 1. The committee shall be made up of the officers and directors to include the immediate past president. 2. Act as the governing and grievance body for the MEA. 3. Prepare items of business to bring before the Association. 4. Assist the President in guiding MEA.
PROGRAM COMMITTEE	<ol style="list-style-type: none"> 1. Committee will be named by President, Vice President, Executive Vice President and Extension Leader, MCES. 2. The president or his appointed representative will chair this committee. 3. This committee must develop the program for the annual conference. Program Chair, Extension Leader, Vice President and Executive Vice President (or their appointed representatives) will develop the program from suggestions of the entire committee. 4. Coordination with all other activities (i.e. Newsletter, meeting times and places etc.) of the association must be maintained. 5. Program Chair will put out the call for papers and summaries. 6. Leader of Extension will publish the program. 7. Vice President will collect, compile and publish the proceedings (if needed). 8. The program Chair will contact each participant for final approval of his or her part of the program prior to publication of the program. <p><i>As this is the primary function of the association each year, the operation of this committee becomes the backbone of the operation of the association. Each member of the MEA is entitled to have input into program content and should be solicited for input on numerous occasions during the year. This committee traditionally meets in the summer to set the program for the Conference. At this time subcommittees and working groups are assigned tasks and deadlines.</i></p>

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.

MEMBERSHIP
AND RULES
COMMITTEE

1. Solicit membership in the MEA.
 2. Nominate Honorary Members.
 3. Act as host for registration in cooperation with the Secretary and Treasurer at the Annual Conference in November at MSU.
 4. Annually review the constitution and propose new rules and changes.
 5. Make recommendations and suggestions for improvement of the membership and rules committee for the MEA.
 6. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting.
 7. A report of activities and proposed rules changes and status of the membership should be prepared for the Secretary and submitted in writing at the annual business meeting.
 8. Contact undergraduate/graduate students and newcomers to the state to solicit them for membership.
 9. Contact industry to solicit sustaining memberships. Secretary and Treasurer will maintain up-to-date membership rolls.
- This committee acts as the host for registration at the annual meeting. They provide assistance to the Treasurer in collection of the annual dues.*
- At the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.*

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.

THE PUBLIC
RELATIONS
COMMITTEE

1. Solicit MEA news from the membership and issue a minimum of 2 MEA Newsletters in cooperation with the officers of the MEA.
2. Coordinate NEWS releases regarding MEA events.
 - a. For example: The Division of Agriculture Information Service will release flyers and announcements prior to the Annual Conference. They will notify Delta Farm Press, Progressive Farmer Magazine, and other publications which publicize the meetings if given 30-60 days advance notice.
 - b. Additionally, the committee will coordinate with the Secretary to mail out announcements of meetings to the various MEA mailing lists. (These should be over the president's signature.)
 - c. Promote Annual Conference and other meetings of the MEA through radio spots, Television, VIDICOM, CESNET, AGNET etc.
 - d. Develop and/or add to the list of contacts for outlets of meetings and news
3. Coordinate with the Information Service and other news organizations for Television, Pictorial and Printed news coverage of special events pertaining to meetings and MEA functions.
 - a. Arrange for local coverage of special speakers as well as pictures of new officers and award winners. See that the Information people distribute appropriate news releases to hometown news media.
 - b. Arrange for video taping of portions of Conference when warranted.
 - c. Chair should be available to news media to set up special interviews with officers, invited speakers or other VIP's.
4. Assist Award and Scholarship Chairmen to poll the membership for candidates for awards.
5. Promote good will and understanding among all persons interested in entomology. Seek ways to promote entomology among the general population.
6. Make recommendations and suggestions for improvement of the public relations for the MEA.
7. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting.
8. Prepare a written annual report of committee activities for the secretary to be presented at the annual business meeting.

This is one of the most important committees of the MEA. It provides impetus to keep the membership interested in entomological activity throughout the year. The chair must be carefully selected and then must carefully select members who will understand that the annual success of the MEA in large part depends on their contributing to the success of their committee.

Prior to the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.	
RESEARCH AND EDUCATION COMMITTEE	<ol style="list-style-type: none"> 1. Serves as a coordination group between entomologists and problems of an entomological nature. 2. Aid in securing of funds and authorization for any needed research. 3. Promote the presentation of all available research information to the membership and public. 4. Act as a clearing-house for new information. Present periodic reports in the newsletter on current conditions, advances, and needs of the entomological community. 5. Promote innovative educational, extension and research programs to help enhance the science of entomology to the membership and to the public. 6. Make recommendations and suggestions for improvement of the function of the research and education committee for the MEA. 7. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 8. Prepare and submit a written annual report of activities of this committee for the Secretary to be presented at the annual business meeting. 9. This committee is a watchdog group who is used to support resolutions and provide letters of support for entomological endeavors supported by the MEA. <p><i>Prior to the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.</i></p>
LEGISLATIVE COMMITTEE	<ol style="list-style-type: none"> 1. Represent the association in promoting desirable legislation concerning entomological interests. 2. Act as legislative watchdog to keep the association informed about laws which will affect the MEA or its membership and report to the association on disposition of the same. 3. Make recommendations and suggestions for improvement of the legislative committee for the MEA. 4. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 5. Submit a written report to the Secretary as to annual legislative activities at the annual business meeting. <p><i>This committee is very important and should maintain a close working relationship with the MEA leadership. Prior to the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.</i></p>

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.	
SCHOLARSHIP COMMITTEE	<ol style="list-style-type: none"> 1. Solicit and screen qualified and deserving individuals for the various scholarships available to entomology students from all universities in Mississippi. 2. Coordinate presentations of the scholarships with the President (Banquet M.C.) and the various donors. 3. Make recommendations and suggestions for improvement of the scholarship awards program for the MEA. 4. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 5. A report of activities should be prepared for the Secretary and submitted in writing at the annual business meeting. <p><i>This committee should meet in the spring to get organized and make sure that members understand their responsibilities. (Members of the committee, except for the chairman may remain anonymous.) The committee should solicit nominations for scholarships from fellow members of the MEA and from the various colleges and universities that have entomological programs. A nominations deadline should be set at this time. At the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference. A second committee meeting should be held after the nominations deadline to assess candidates for awards. Subsequent meetings are at the discretion of the chairman.</i></p> <p><i>The Secretary must have notification of awards 15 days prior to annual meeting. The Treasurer must be notified of the names of the Redd and the MEA scholarship awards so that checks may be prepared.</i></p> <p>Note: Awards are awarded to recipients regardless of history of receipt of awards in previous years, and multiple awards may be awarded to a single individual. It is not necessary that every scholarship be given every year.</p>

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.

<p>AWARDS COMMITTEE</p>	<ol style="list-style-type: none"> 1. Solicit award nominations from the MEA membership. Call for nominations should be included in all mailings. 2. Work with Public Relations Committee to promote nominations. 3. It is not necessary to make any award if nominations are not received by the awards committee, or if those received are judged to be weak. Awards should not be judged one against the other but on their own merit. 4. More than one award in any category may be given if the committee feels that it is warranted. 5. Make recommendations and suggestions for improvement of the awards program for the MEA. 6. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 7. A report of activities should be prepared for the Secretary and submitted in writing at the annual business meeting. <p><i>This committee should meet in the spring to get organized and make sure that members understand their responsibilities. Members of the committee, except for the chairman may remain anonymous. The committee should solicit nominations for awards from fellow members of the MEA. A nominations deadline should be set at this time. At the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.</i></p> <p><i>A second committee meeting shall be held after the nominations deadline to assess candidates for awards. Subsequent meetings are at the discretion of the chairman. The Secretary must have notification of awards by 15 days prior to the annual meeting.</i></p> <p><i>**It is not necessary that every award be given every year.</i></p>
-----------------------------	---

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.	
LOCAL ARRANGEMENT COMMITTEE	<ol style="list-style-type: none"> 1. Coordinate with Secretary of MEA to make arrangements for physical facilities and supplies (pointers, projectors, special equipment etc.) for meetings dealing with the function of the Annual Conference and/or other Conferences the MEA holds. 2. Coordinate with the Secretary and Treasurer of the MEA for refreshments, i.e. coffee, drinks, and food for use during the conferences. 3. Responsible for meeting room set up and light and projection operation. 4. Coordinate pre-meeting functions with program committee and various other committee chairs of the MEA. 5. Open and secure meeting rooms for all meetings on MSU campus. 6. Be available to assist in any off-campus meetings as per request by persons setting up meeting. 7. Make recommendations and suggestions for improvement of function of meetings for local Arrangements. <ol style="list-style-type: none"> 5. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 6. Submit a written report to the Secretary as to annual committee activities at the annual business meeting. <p><i>The chair of this committee should probably be someone located at MSU, and should have served previously on the committee. Student members may be helpful as committee members. At the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.</i></p>

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.	
<p>HOSPITALITY AND ENTERTAIN- MENT COMMITTEE</p>	<ol style="list-style-type: none"> 1. Serve on program planning committee to plan the Annual Conference. 2. Set up and coordinate with Officers of MEA and/or Executive Committee the entertainment portions of the Annual Conference. 3. Arrange HOSPITALITY for MEA: <ol style="list-style-type: none"> a. Solicit for contributions for Door/Bingo prizes and for hospitality. b. Coordinate with Treasurer for Hospitality and entertainment expenses. 4. Make recommendations and suggestions for improvement of hospitality and entertainment for the MEA. 5. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 6. Submit a written report to the Secretary as to annual committee activities at the annual business meeting. <p><i>The Vice-president and the Secretary work closely with the H & E Chairman to make this portion of the annual meeting and Annual Conference a success. This committee is responsible for equipment procurement for the entertainment. They should meet prior to the annual meeting at the discretion of the Chairman. At the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.</i></p>
<p>NOMINATIONS COMMITTEE</p>	<ol style="list-style-type: none"> 1. Committee is made up of President and 2 immediate past presidents. 2. Immediate past president will serve as the chairman of the nominating committee. 3. Committee chairman will submit nominations for each office at the annual executive committee meeting. <ul style="list-style-type: none"> President Vice-president Executive Vice-president Secretary Treasurer four Directors 4. Secretary will post nominations in prominent locations prior to the annual business meeting each year. <p><i>At the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.</i></p>

GUIDELINES FOR OFFICERS OF MISSISSIPPI ENTOMOLOGICAL ASSOCIATION, Cont.	
HISTORICAL COMMITTEE	<ol style="list-style-type: none"> 1. Develop historical material on Mississippi entomological activities. 2. Solicit and review submitted material and edit into presentable form. 3. Update material. 4. Prepare for publication and make specific recommendations as to disposition of materials collected. 5. Make recommendations and suggestions for improvement of the historical committee for the MA. 6. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 7. A report of activities and copies of materials should be prepared for the Secretary and submitted in writing at the annual business meeting in those years that the committee functions. <p><i>This committee is to be appointed at the discretion of the president to add information to the History of Entomology in Mississippi. It should function a minimum of every 5 years. At the spring meeting the chairman should poll his committee for program suggestions for the Annual Conference.</i></p>
SPECIAL FUNDS COMMITTEE	<ol style="list-style-type: none"> 1. Solicit contributions from industry and others to add to a perpetual fund for 4-H Entomology within the state of Mississippi. 2. Make recommendations and suggestions for improvement of the special funds program for the MEA. 3. Actively work with 4-Hers to publicize their activities in entomology. 4. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 5. A report of activities should be prepared for the Secretary and submitted in writing at the annual business meeting. <p><i>*NOTE - This committee is no longer active. The 4-H fund has a \$20,000 escrow account which bears interest for use in 4-H programs, annually. Reactivation of the committee would indicate interest in increasing this escrow account.</i></p>
STUDENT INVOLVEMENT COMMITTEE	<ol style="list-style-type: none"> 1. Encourage student membership and involvement in MEA functions and decisions. 2. Solicit students for scientific presentation competitions and other presentation opportunities within the MEA. 3. Aid in soliciting student involvement from other universities including those in neighboring states. (This would include student social functions attached to MEA meetings.) 4. Chair should appoint committee members and have them confirmed by the Executive Vice President prior to the spring executive committee meeting. 5. A report of activities should be prepared for the MEA secretary and submitted in writing at the annual business meeting.
PUBLICATIONS COMMITTEE	<ol style="list-style-type: none"> 1. Work closely with the <i>Midsouth Entomologist</i> Editor, MEA Public Relations Chair and the Webmaster. 2. Publicize MEA publications: <i>Midsouth Entomologist</i>, the Newsletter (with the assistance of the Public Relations Chair) and special publications.

- | | |
|--|--|
| | <ol style="list-style-type: none">3. Ensure timely publication of the <i>Midsouth Entomologist</i> and special publications.4. Report to the Executive Committee the progress, concerns and activities of the <i>Midsouth Entomologist</i> Editor and Editorial Board.5. Serve as a review board for the appeal of rejected manuscripts. At least three people with no prior involvement with the article should review the appeal. Substitute members may be used.6. Chair should appoint committee members and have them approved by the Executive Vice President prior to the spring executive committee meeting.7. Make recommendations to the Executive Committee regarding filling editorial vacancies or change of the <i>Midsouth Entomologist</i> Editor.8. Advise the Executive Committee of the need for special publications that would serve the membership of the MEA, and convene authors/editorial boards for special publications. |
|--|--|

CONSTITUTION

MISSISSIPPI ENTOMOLOGICAL ASSOCIATION

Article I – Name

The name of this organization shall be the Mississippi Entomological Association.

Article II – Purpose

It shall be the purpose of this organization to promote the science of entomology in all its branches in Mississippi.

To encourage entomological research.

To assist in securing any needed funds or facilities for entomology work.

To bring about a closer coordination and understanding between research, regulatory, educational, and commercial entomologists.

To promote good will and understanding among all persons interested in entomological work.

In the event of dissolutions, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) and 170(c)(92) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or local government for exclusive public purposes.

Notwithstanding any other provision of these articles, this corporation will not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or corresponding provision of any future United States internal revenue law or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States internal revenue law.

Article III – Members

Section 1: There shall be four (4) classes of members in the association: (1) regular members, (2) student members, (3) honorary members, and (4) sustaining members.

Section 2: Regular membership shall be open to any individuals interested in the field of entomology.

Section 3: Student membership shall be open to individuals who are interested in entomology and are classified as full-time students by their college or university. They shall have full voting power but cannot hold executive office.

Section 4: Honorary membership shall be offered to individuals approved for honorary membership by the membership of the association. They shall have full voting power but cannot hold an executive office.

Section 5: Sustaining membership shall be open to individuals or firms.

Article IV – Awards

The Distinguished Service Award and other Awards with appropriate selection criteria may be established by the Executive Committee and will be made upon recommendation of the Awards Committee and approval of the Executive Committee.

Article V – Officers

The officers of the Association shall consist of President, Vice President, Executive Vice President, Secretary, Treasurer, and four (4) Directors from the regular membership of the Association plus Directors representing affiliated organizations, and the immediate past president.

Article VI - Duties of Officers

Section 1: The President shall be the directing head of the Association and shall perform the usual duties of this office.

Section 2: The Vice President shall serve in all capacities as the presiding officer in the absence of the president. The Vice President shall also, at the request of the President, assist in the performance of any functional duties.

Section 3: The Secretary shall keep a complete record of all proceedings of the Association and prepare meeting minutes for appropriate distribution.

Section 4: The Treasurer shall receive and disburse all the funds of the Association, keep up-to-date membership lists, and shall submit at the annual meeting a written report of all receipts and disbursements.

Section 5: The Executive Vice President shall coordinate interoffice transactions involving the President, Vice President, Secretary, Treasurer, and cooperators of the Mississippi Entomological Association as follows:

Serve as a co-representative with the President, Vice President, and/or committee chairpersons involved in decision making on state or regional activities.

Supervise all financial obligations, honoraria, memorials, and endowments (to include scholarships) to satisfy the Executive Committee of the MEA.

Serve as a liaison for any committee presently expressed in the Constitution and By-Laws, and any committee ad hoc or otherwise that might be appointed by the Association in the future.

Assist in the maintenance of positive rapport with other agencies associated with all phases of state and national entomological activities.

Continue to promote positive actions with state and regional agencies having a common cause with the MEA.

Section 6: The immediate past president shall serve as a member of the Executive Committee and chairman of the Nominating Committee.

Article VII - Executive Committee

The executive committee of the Association shall be composed of the President, Executive Vice President, Vice President, Secretary, Treasurer, four directors from Association membership and directors who represent affiliated organizations, and the immediate past president.

Article VIII - Election of Officers and Directors

The Nominating Committee, composed of the current President and the two (2) immediate past Presidents shall submit a Slate of Officers to the members present at the Annual Business Meeting; the Slate shall include one (1) name for each of the Offices and the Board of Directors, and shall be endorsed by the Executive Committee of the Association. The Slate of Officers shall be posted during the first morning session of the Annual Meeting of the Association. Nominations from the floor during the Annual Business Meeting shall be in order. Officers will be elected by voice vote during the Business Meeting; and with the exception of the Executive Vice President, Secretary, and Treasurer, none shall succeed themselves.

Article IX – Committees

Specified and detailed work of the Association shall be done by committees. The President of the Association shall appoint a chairperson of each standing committee. The chairperson of each standing committee shall appoint the committee members and, together with the Vice President of the Association, will designate a vice chairperson of the committee. These appointments shall be subject to the approval of the Association President. Each committee should include two or more members who have served on the respective committee during the preceding year. Any member can be appointed as committee chairperson or committee member. The Executive Committee will have the authority to set up any needed committee.

Article X – Amendments

This Constitution may be altered or amended at any Annual Business meeting of the Association or by other special ballot by a two-thirds (2/3) majority vote of the members participating in the vote. Any special ballot must be approved by the Executive Committee.

As amended November 4, 1998.

MISSISSIPPI ENTOMOLOGICAL ASSOCIATION

BY-LAWS

1. The annual membership fee for the Mississippi Entomological Association and other fees for the Annual Meeting of the Association or other special meetings shall be set by the Executive Committee at the recommendation of the Membership and Rules Committee.
2. A majority of the members present at any annual business meeting shall constitute a quorum for the transacting of business.
3. Notice of all meetings of the Association shall be sent to members at least one month in advance.
4. The annual business meeting shall be held at the Annual Meeting of the Association. The Annual Meeting of the Association shall be jointly sponsored by the Mississippi Entomological Association and the Mississippi State University Extension Service.
5. The place and time for the next year Annual Meeting of the Association shall be decided by the Executive Committee.
6. The Association President, Executive Vice President, and Department Head - Mississippi State University Department of Entomology and Plant Pathology shall select the Program Committee to formulate the program for the Annual Meeting of the Association, and for other special meetings of the Association. They shall also have responsibility for replacement of executive committee members who cannot complete their term of office.
7. The Executive Committee of the Association, as authorized in Article IX of the Constitution, shall establish all standing and other committees necessary to do the work of the Association. The Executive Committee shall publish current guidelines for duties of each committee that it establishes.
8. The Executive Committee shall act as a grievance committee when necessary.

As amended November 4, 1998. Article 6 amended November 2001.

Appendix I

Forms:

- ❖ Awards nomination form
- ❖ Call for papers
- ❖ Call for posters
- ❖ Advanced registration
- ❖ On-site Registration
- ❖ Judging form – student competition
- ❖ Judging form – poster competition

AWARDS NOMINATION FOR FALL
MISSISSIPPI ENTOMOLOGICAL ASSOCIATION MEETING

In accordance with Article IV (Awards) of the Constitution and By-Laws of the Mississippi Entomological Association, we are pleased to nominate:

(Name)

(Title)

(Address – including ZIP)

The Selected Award Category for our nominee is:

- () **The Distinguished Service Award** is the highest honor given by the Association. Recipients of this award shall be to members who have made outstanding contributions in the cited Specialty Areas of Entomology in Mississippi. Recipients will be considered for honorary membership after their retirement from active service.
- () **Merit Awards** may be presented annually in the cited Specialty Areas of Entomology to members of the Association who are in good standing.
- () A. Systematics, Morphology and Evolution
 () B. Physiology, Biochemistry and Toxicology
 () C. Ecology, Behavior, and Bionomics
 () D. Medical and Veterinary
 () E. Extension
 () F. Regulatory
 () G. Crop Protection
 () H. Administration
 () I. Industry
 () J. Other (Specify Area) _____
- () **Letters of Citation** – The Association may recognize outstanding contribution (Merit) by nonmembers nominated by members in good standing. No more than two (2) citation awards will be made annually.

We understand that we are required to submit a narrative in support of this nomination to the Chairman of the Awards Committee upon his/her request; failure to do so cancels the nomination. The signatures of the Principal Nominator and two Supporting Members confirms this nomination.

(Principal Nominator)

(Supporting Member)

(Supporting Member)

Date of Submission*: _____

Please mail nomination to: **Angus Catchot**, Chair, MEA Awards Committee
P.O. Box 9775, Mississippi State, MS 39762

***DEADLINE FOR SUBMISSION IS October 10, 2009.**

CALL for PAPERS

Mississippi Entomological Association

Announces a call for papers for the annual meeting, (October 27-28, 2009)
Bost Extension Center, MSU

Please submit your title and a short synopsis by (Oct 1, 2009) to:

MEA Secretary (Mike Caprio)
P.O. Box 9775
Mississippi State, MS 39762-9775
Fax: 662-325-8837
Email: jreed@entomology.msstate.edu

Each presenter will have approximately 12 minutes for his/her presentation. Slides, overhead or PowerPoint presentations (preferred) are acceptable. You may send a CD or email with your presentation on it to the above address and your presentation will be placed on the hard drive of the presentation computer for your use.

Please submit an abstract in Microsoft Word format. Abstracts will be published in the next issue of the Mid-South Entomologist. Pertinent photos or tables may be included in the abstract. Abstracts for publication should be submitted to the MEA Secretary at the above address and will be accepted until **October 31, 2009**.

Check if entering student competition

Title of Paper: _____

Synopsis: _____

Author(s) _____

Address: _____

Telephone: _____ Fax _____

Email: _____

CALL for POSTERS

Mississippi Entomological Association

Announces a call for posters for the annual meeting, (October 27-28, 2009)
Bost Extension Center, MSU

Please submit your title and a short synopsis by (October 10, 2009) to:

MEA Secretary (Mike Caprio)
P.O. Box 9775
Mississippi State, MS 39762-9775
Fax: 662-325-8837
Email: jreed@entomology.msstate.edu

Posters should be in place by 9:00 A.M., October 27, and remain until noon of October 28 .

Poster boards 4 ft by 4 ft will be provided to support your poster.

Poster presenters must register for the conference.

Please submit an abstract in Microsoft Word format. Abstracts will be published in the next issue of the Mid-South Entomologist. Pertinent photos or tables may be included in the abstract. Abstracts for publication should be submitted to the MEA Secretary at the above address and will be accepted until October 31, 2009).

Title of Poster: _____

Synopsis: _____

Author(s) _____

Address: _____

Telephone: _____ Fax _____

Email: _____

Advance Registration

Please return this form and your check for registration and fees to
 MEA treasurer, 100 Twelve Lane, Mississippi State, MS 39762-9775



Mississippi Entomological Association Annual Conference



October 27-28, 2009

Bost Building, Mississippi State University

NAME: _____

COMPANY: _____

EMAIL ADDRESS: _____

Note: Please include e-mail address. Mailings during the year including newsletters will be sent to as many as possible via e-mail to save on mailing costs.

MAILING ADDRESS:

TELEPHONE NO.: _____

Advanced registration fee of \$45.00 will cover awards luncheon on November 4, 2005, membership dues, and registration.	FEE	Amount Enclosed
ADVANCED CONFERENCE REGISTRATION <i>Save \$10.00 over registration at the door (\$55.00)</i> <i>deadline is October 15, 2009</i> <i>Registration fee includes \$15.00 for the luncheon.</i>	\$45.00	
Student advanced registration fee <i>Registration fee includes \$15.00 for the luncheon.</i>	\$20.00	
SUBTOTAL		
Optional Contributions*		
4-H ENTOMOLOGY PROGRAM*		
MEA SCHOLARSHIP FUND*		
TOTAL		

*Contributions to 4-H program will be added to the Certificate of Deposit. The interest is used for entomology camp and other 4-H entomology functions. Scholarship contributions will be for the MEA scholarship awarded annually (usually \$1,000.00) and prizes for the student paper competition.

Please check if you plan to attend the free mixer and steak dinner sponsored by Industry friends of MEA. A headcount is needed.

Please return this form and your check to **MEA-TREASURER, P.O. Box 9775, Mississippi State, MS 39762-9775**, on or before **October 15, 2009**. Registration at the door will be \$55.00.

On-Site Registration

Mississippi Entomological Association Annual Conference

October 27-28, 2009

Bost Building, Mississippi State University

NAME: _____

COMPANY: _____

E-MAIL ADDRESS: _____

Note: Please include e-mail address. Mailings during the year including newsletters will be sent to as many as possible via e-mail to save on mailing costs.

MAILING ADDRESS:

TELEPHONE NO.: _____

	Charge	Amount Received
*CONFERENCE REGISTRATION	\$55.00	
Student Registration	\$20.00	
TOTAL		

Registration fee includes \$15.00 for the luncheon.

Sustaining memberships are \$50.00. Individuals or firms may opt to pay sustaining membership.

SUSTAINING MEMBERSHIP: \$50.00 _____

Individual/Firm Name

MEA STUDENT 12 MINUTE PAPER COMPETITION
Evaluation Form

Judge _____ Paper Author _____

Score: Higher is better.

1. General Impression of presentation

(clarity, organization, grammar, correlation with presentation)0 1 2 3 4 5

Section 1 subtotal (maximum of 5 points) _____

2. Quality of the Presentation

A. Organization

1. Explanation of objectives.....1 2 3 4 5 6 7 8 9 10

2. Materials and methods.....1 2 3 4 5 6 7 8 9 10

3. Results and discussion.....1 2 3 4 5 6 7 8 9 10

4. Summary and explanation of significance of research1 2 3 4 5 6 7 8 9 10

B. Delivery

1. Effective use of time1 2 3 4 5

(Presentations taking more than the authorized 12 minutes should be penalized.)

2. Clarity and intonation 1 2 3 4 5 6 7 8 9 10

3. Use and quality of visual aids 1 2 3 4 5 6 7 8 9 10

Section 2 subtotal (maximum of 65 points) _____

3. Quality of the Research (Judge's Assessment)

A. Creativity 1 2 3 4 5 6 7 8 9 10

(having the quality of creative thought)

B. Scientific rigor 1 2 3 4 5 6 7 8 9 10

(having the quality of strict precision or exactness)

C. Significance—as conveyed by the student 1 2 3 4 5 6 7 8 9 10

(having the quality of being important)

Section 3 subtotal (maximum of 30 points) _____

Total Score (maximum of 100 points) _____

Note to Judges: Judge students on the presentation of key points in the paper, the organization of the material presented, the quality of delivery, and the quality of the research as outlined. Circle the numerical score that represents the students level of accomplishment in each category. Do not judge based on answers to questions from the audience; not all students receive questions.

Please provide constructive comments about the student's presentation on the back of this form.

Title _____

Author(s) _____

MAAPAN, MEA, MWSS POSTER CONTEST - WORKSHEET FOR JUDGES						
	Exc.	Good	Avg.	Fair	Poor	Score
1. CREATIVITY AND INVENTIVENESS	36 POINTS					
	6	5	4	3	2	
Information clearly related to pest management						
Information presented is valuable						
Creativity and imagination in poster development						
Color balance of poster						
Overall appearance of poster and its appeal to the observer						
The use of innovative techniques and ideas to convey information						
2. POSTER DEVELOPMENT	25 POINTS					
	5	4	3	2	1	
Printing on poster easy to read						
Correct spelling, punctuation and terminology used						
Figures and/or graphs effectively used to highlight major concepts						
Pertinent information presented on poster						
Overall layout and organizational flow of the poster						
3. JUSTIFICATION, STATEMENT OF OBJECTIVES AND SUMMARY	15 POINTS					
	5	4	3	2	1	
Objectives or purpose stated clearly and concisely						
Materials and methods or procedures clearly explained						
Information or Results summarized concisely						
4. RESULTS AND CONCLUSIONS	24 POINTS					
	6	5	4	3	2	
Conclusions relevant to objectives						
Conclusions supported by information presented						
Relevance of information presented to resolution of problem						
Recommendations for further research						
TOTAL POINTS						

GENERAL COMMENTS:

Guidelines for Joint Pest Management Societies Poster Contest

1. The poster contest is open to all undergraduate students, graduate students, industry representatives and scientists. However, only members of either of the three organizations, Mississippi Association of Plant Pathologists and Nematologists, Mississippi Entomological Association, and Mississippi Weed Science Society, are eligible to compete in the contest.
2. Winners will be announced during the joint conferences luncheon. First, second, and third place posters will be awarded \$100, \$75, and \$50 cash prizes, respectively.
2. Individuals that win first place cannot submit the same research information in subsequent years and win the contest.
3. Participants must provide a board to display the poster. Boards, 4 feet wide by 4 feet high, are recommended. Easels will be provided at the joint conferences.
4. English or metric units of measurement are acceptable. Similarly, either common chemical names or trade names can be used in the display. Authors are encouraged to be consistent with the use of either.
5. To be eligible to compete in the contest, posters must be on display by 12:00 noon of the first day of the first Society meeting.
6. Authors will not be present at time of judging.

Mississippi Association of Plant Pathologists and Nematologists, Mississippi Entomological Association, and Mississippi Weed Science Society Poster Contest Instructions for Judges

General

Judges will have a private viewing of the posters after assembly. The local arrangements chairperson and judges will be the only individuals present during judging.

Presentations will be judged in two major categories: Presentation skills (Methods and Mechanics) and Content (Relevance and Merit). A sample score sheet is attached. Each judge will use a separate score sheet. Score sheets will be returned to contestants. Judges will use scale on worksheet to evaluate categories. After scoring all posters, sheets will be ranked from high to low by placing a number in the upper right hand corner of the score sheet, using a scale of 1 to the number of posters in the contest, with 1 representing the highest score. The winners will be determined by summing the rankings of the judges, and the three posters with the lowest total scores will be declared the winners. The poster with the lowest score will be awarded first place, the poster with the next lowest score awarded second place and the poster with next lowest score awarded third place. In an effort to avoid ties, judges will not be allowed to give identical scores to two or more posters; if, however, after compiling scores from all judges a tie occurs, then both contestants will share that award. Overall comments should be entered at the bottom of the page along with specific comments in the area provided within each section of the score sheet. Critical comments will aid the presenter by enhancing his/her communication skills by pointing out specific areas and points that should be improved; comments of a complimentary nature for a job well done are also important and appropriate.

Criteria

1. Creativity and inventiveness refers to the use of new or unusual methodology to effectively illustrate ideas or results. Use of creative art work, illustrations, color balance, and general organization of the poster should be considered in the category. The overall neatness and general appeal of the poster to the observer should also be considered.
2. Poster development refers to the physical development of the poster. This includes the organization and pattern of the posters and effectiveness of text, figures, and pictures in conveying the information in an easily understandable format. Proper grammar, sentence structure, spelling, and correct punctuation and use of terminology should be considered. Figures and graphs should not be difficult to interpret.
3. A clear justification for research or information and statement of objective(s) or purpose(s) of poster, which should include background on the subject and pertinent references if applicable. Material should be presented in a clear and interesting manner that makes the reader want to learn more. Summary should be clear, concise, and easy to follow. It should reemphasize the main point or points of significance of the poster.
4. Discussion of Results and Conclusions is an essential part of any poster. It is important that the Results and Conclusions are supported by the information presented and interpretation is logical. Information should be related to other work if applicable. Importance of results should be addressed and related to future needs that could potentially allow better understanding of the subject.