CONSTITUTION
AND
OPERATING GUIDELINES
OF THE
GEORGIA ENTOMOLOGICAL SOCIETY

2010 Edition
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GES Operating Guidelines 2008
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 to 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.
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-Lays 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

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
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
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  2009  John Ruberson
1966  H. L. Pollard  2010  James Hadden
1967  H. D. Purswell  2011  Ted E. Cottrell
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
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<th>Year</th>
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<tr>
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<td>Alton N. Sparks</td>
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<td>U. Eugene Brady</td>
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<td>R. F. Nash</td>
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<td>1983</td>
<td>W. Louis Tedders, Jr.</td>
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<td>Herbert Womack</td>
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<td>J. B. O’Neil</td>
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<td>S. Kris Braman</td>
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<td>2008</td>
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<td>James Hadden</td>
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<td>Ted Cottrell</td>
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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 (3rd) 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 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.
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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 (3rd) 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.
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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 editorial 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:

- Manucript 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.
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</table>
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/Treasure 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/Treasure 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 1st, 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: 1st 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 TRICHOPUSIA 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
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-methyltentriacontane) 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, 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]
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<th>Name</th>
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<td>R. H. Perstage</td>
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<tr>
<td>2010</td>
<td>Ted E. Cottrell</td>
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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:

<table>
<thead>
<tr>
<th>Room/Space Needed For:</th>
<th>When Needed</th>
<th>Occupancy</th>
<th>Set-Up/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Committee Meeting</td>
<td>Afternoon prior to Opening Session</td>
<td>10</td>
<td>Conference Room (Round Table Seating)</td>
</tr>
<tr>
<td>Slide Review</td>
<td>Every day of meeting</td>
<td>3</td>
<td>Table and chairs; have used small Conference Rooms</td>
</tr>
<tr>
<td>Meeting Registration Area</td>
<td>Every day of meeting</td>
<td>N/A</td>
<td>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.</td>
</tr>
<tr>
<td>Opening Session</td>
<td>Morning of 1st day of paper presentations</td>
<td>100</td>
<td>Lecture style; Hotel provide podium, microphone, screen, projector stand, extension cord as minimum.</td>
</tr>
<tr>
<td>Concurrent Sessions (2 rooms)</td>
<td>Daily from close of Opening Session to end of meeting</td>
<td>50 per room</td>
<td>Lecture style; Hotel provide podium, microphone, screen, projector stand, extension cord as minimum.</td>
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1. Conference Room Arrangements (continued):

<table>
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<th>Room/Space Needed For:</th>
<th>When Needed</th>
<th>Occupancy</th>
<th>Set-Up/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee Break Area</td>
<td>Mid-morning and mid-afternoon of paper presentation days</td>
<td>100</td>
<td>Table for setting up coffee (soft drinks in afternoon). Locate near Session Rooms in area to minimize traffic from non-meeting hotel guests.</td>
</tr>
<tr>
<td>Mixer (Optional)</td>
<td>Prior to Awards Banquet</td>
<td>100</td>
<td>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.</td>
</tr>
<tr>
<td>Awards Banquet</td>
<td>Evening of 1st day of paper presentations</td>
<td>100</td>
<td>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.</td>
</tr>
<tr>
<td>Posters</td>
<td>Usually 1st day of paper presentations</td>
<td>Room for 16 posters</td>
<td>Hotel provide easels for setting up posters, Located near coffee break area or concurrent session rooms</td>
</tr>
<tr>
<td>Business Meetings</td>
<td>Start of 1st day and end of 2nd day of paper presentations</td>
<td>50</td>
<td>Lecture style; Hotel provide podium, microphone, screen, projector stand, extension cord as minimum.</td>
</tr>
</tbody>
</table>

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 website.

- 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 someone 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

<table>
<thead>
<tr>
<th>Year</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1980</td>
<td>Beverly Sparks</td>
</tr>
<tr>
<td>1981</td>
<td>Beverly Sparks</td>
</tr>
<tr>
<td>1982</td>
<td>Dan L. Horton</td>
</tr>
<tr>
<td>1983</td>
<td>John. N. All</td>
</tr>
<tr>
<td>1984</td>
<td>James D. Dutcher</td>
</tr>
<tr>
<td>1985</td>
<td>Shelby McPherson</td>
</tr>
<tr>
<td>1986</td>
<td>Al Wheeler (SCES)</td>
</tr>
<tr>
<td>1987</td>
<td></td>
</tr>
<tr>
<td>1988</td>
<td>Kent. D. Elsey (SCES)</td>
</tr>
<tr>
<td>1989</td>
<td>W. Louis Tedders, Jr.</td>
</tr>
<tr>
<td>1990</td>
<td>David B. Adams</td>
</tr>
<tr>
<td>1991</td>
<td>W. David Rogers</td>
</tr>
<tr>
<td>1992</td>
<td>Randy Hudson</td>
</tr>
<tr>
<td>1993</td>
<td>Arthur E. Miller</td>
</tr>
<tr>
<td>1994</td>
<td>T. Oscar Fultz</td>
</tr>
<tr>
<td>1995</td>
<td>David Holman</td>
</tr>
<tr>
<td>1996</td>
<td>H. Joel Hutcheson</td>
</tr>
<tr>
<td>1997</td>
<td>Sandy Newell</td>
</tr>
<tr>
<td>1998</td>
<td>Beverly Sparks</td>
</tr>
<tr>
<td>1999</td>
<td>Keith S. Delaplane</td>
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<tr>
<td>2000</td>
<td>Brian T. Forschler</td>
</tr>
<tr>
<td>2001</td>
<td>Paul Guillebeau</td>
</tr>
<tr>
<td>2002</td>
<td>Steve L. Brown</td>
</tr>
<tr>
<td>2003</td>
<td>Linda Hall</td>
</tr>
<tr>
<td>2004</td>
<td>William S. Irby</td>
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<tr>
<td>2005</td>
<td>Randy Hudson</td>
</tr>
<tr>
<td>2006</td>
<td>Phillip M. Roberts</td>
</tr>
<tr>
<td>2007</td>
<td>Steve L. Brown</td>
</tr>
<tr>
<td>2008</td>
<td>Nancy Hinkle</td>
</tr>
<tr>
<td>2009</td>
<td>Dan Horton</td>
</tr>
<tr>
<td>2010</td>
<td>G. David Buntin</td>
</tr>
<tr>
<td>2011</td>
<td>Alton N. Sparks, Jr.</td>
</tr>
<tr>
<td>2012</td>
<td>Jim Hanula</td>
</tr>
<tr>
<td>2013</td>
<td>Scott Horn</td>
</tr>
<tr>
<td>2014</td>
<td>Alton N. Sparks, Jr.</td>
</tr>
<tr>
<td>2015</td>
<td>John Ruberson</td>
</tr>
<tr>
<td>2016</td>
<td>Phillip Roberts</td>
</tr>
<tr>
<td>2017</td>
<td>Scott Horn</td>
</tr>
<tr>
<td>2018</td>
<td>Dan Horton</td>
</tr>
<tr>
<td>2019</td>
<td>Mike Ulyshen</td>
</tr>
<tr>
<td>2020</td>
<td>Jeremy Greene (SCES)</td>
</tr>
<tr>
<td>2021</td>
<td>Michael Toews</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Year</th>
<th>Georgia Entomological Society Past Membership Committee Members</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
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

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

2009  **Ted Cottrell**
       John Ruberson
       Kris Braman

2010  **Ted Cottrell**
       Alton N. “Stormy” Sparks, Jr.
       John Ruberson
       James Hadden
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
2008  John All & T. Don Canerday
2009  William “Hap” Tietjen
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
2008  Founder and Lecturer  
  Louis Tedders, presented by Russ Mizell
2009  Founder and Lecturer  
  Ronald D. Oetting, presented by Wayne A. Gardner
2010  Founder and Lecturer  
  Frank E. French, presented by Daniel V. Hagan
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.
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

<table>
<thead>
<tr>
<th>Year</th>
<th>Members</th>
</tr>
</thead>
</table>
| 1988 | T. Don Canerday  
James Collins  
Jerry A. Payne |
| 1989 | T. Don Canerday  
James Collins  
Michael A. Mullen |
| 1990 | Keith H. Griffith  
T. Don Canerday  
Michael A. Mullen  
James E. Oliver, Jr.  
Louise G. Henry  
William L. Tietjen |
| 1991 | Keith H. Griffith  
T. Don Canerday  
W. Joe Lewis  
James E. Oliver, Jr.  
Louise G. Henry  
William L. Tietjen |
| 1992 | Keith H. Griffith  
T. Don Canerday  
W. Joe Lewis  
James E. Oliver, Jr.  
Louise G. Henry  
William L. Tietjen |
| 1993 | Sandy Newell  
Dan L. Horton  
William L. Tietjen  
Quentin Q. Fang  
W. Joe Lewis  
Randy Hudson |
| 1994 | James D. Dutcher  
Robert E. Lynch  
William L. Tietjen  
Frank E. French  
Keith H. Griffith |
| 1995 | Frank E. French  
Robert E. Lynch  
Keith H. Griffith  
Terry S. Price  
James D. Dutcher  
G. Truman Fincher |
| 1996 | Daniel V. Hagan  
Lance G. Peterson  
James E. Carpenter |
| 1997 | Daniel V. Hagan  
Lance G. Peterson  
James E. Carpenter  
James L. Hanula |
| 1998 | Wayne A. Gardner  
James D. Dutcher  
James L. Hanula |
| 1999 | Wayne A. Gardner  
James D. Dutcher  
James L. Hanula |
| 2000 | Robert McPherson  
Jim Dutcher  
Wayne Gardner |
| 2001 | John All  
Robert McPherson  
Wayne Gardner |
| 2002 | S. Kristin Braman  
Robert M. McPherson  
John All |
| 2003 | John Ruberson  
S. Kristine Braman  
John All |
| 2004 | James Hadden  
John Ruberson  
S. Kristine Braman |
### Georgia Entomological Society GES Scholarship Past Winners

<table>
<thead>
<tr>
<th>Year</th>
<th>Degree</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>Ph.D.</td>
<td>Greg Hodges</td>
</tr>
<tr>
<td></td>
<td>M. S.</td>
<td>Juang-Hong Chong</td>
</tr>
<tr>
<td>2002</td>
<td>Ph. D.</td>
<td>no submissions</td>
</tr>
<tr>
<td></td>
<td>M. S.</td>
<td>no submissions</td>
</tr>
<tr>
<td>2003</td>
<td>Ph.D.</td>
<td>Gretchen (Van De Mark) Pettis</td>
</tr>
<tr>
<td></td>
<td>M.S.</td>
<td>Michael D. Ulyshen</td>
</tr>
<tr>
<td>2004</td>
<td>Ph. D.</td>
<td>Jorge Torres</td>
</tr>
<tr>
<td></td>
<td>M.S.</td>
<td>Christian Torres</td>
</tr>
<tr>
<td>2005</td>
<td>Ph.D.</td>
<td>Juang-Horng Chong</td>
</tr>
<tr>
<td></td>
<td>M.S.</td>
<td>Jennifer A. Henke</td>
</tr>
<tr>
<td>2006</td>
<td>Ph.D.</td>
<td>Floyd W. Shockley</td>
</tr>
<tr>
<td></td>
<td>M.S.</td>
<td>Jeremy V. Camp</td>
</tr>
<tr>
<td>2007</td>
<td>Ph. D.</td>
<td>Adriano Giorgi</td>
</tr>
<tr>
<td></td>
<td>M. S.</td>
<td>Nathan Lord</td>
</tr>
<tr>
<td>2008</td>
<td>Ph. D.</td>
<td>James Robertson</td>
</tr>
<tr>
<td></td>
<td>M. S.</td>
<td>Nathan Lord</td>
</tr>
<tr>
<td>2009</td>
<td>Ph. D.</td>
<td>Mike Ulyshen</td>
</tr>
<tr>
<td></td>
<td>M.S.</td>
<td>Glen Ramsey</td>
</tr>
<tr>
<td>2010</td>
<td>Ph. D.</td>
<td>Shimat Joseph</td>
</tr>
<tr>
<td></td>
<td>M.S.</td>
<td>Whitney Boozer</td>
</tr>
</tbody>
</table>
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.
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.

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

Name of Judge: ________________________________________________________
## Georgia Entomological Society T. L. Bissell Award Past Committee Members

<table>
<thead>
<tr>
<th>Year</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994</td>
<td>Howard G. Sengbusch, A. Ann Amis, G. Keith Douce, S. Kris Braman, James L. Zettler</td>
</tr>
<tr>
<td>1995</td>
<td>Howard G. Sengbusch, Gary L. DeBarr, George E. Stanton, A. Ann Amis, James O. Howell, Jimmy Wiedincamp, Jr., Kathryn E. Brunson, Angela James, Neil W. Widstrom</td>
</tr>
<tr>
<td>1998</td>
<td>D. Craig Sheppard, Ben Rogers, Jonathan Copeland, C. Kris Braman</td>
</tr>
<tr>
<td>1999</td>
<td>Jeremy K. Greene, Brian Rector, Monica Townsend, Ben. Rogers</td>
</tr>
<tr>
<td>2000</td>
<td>David G. Riley, James D. Dutcher, Monica Townsend</td>
</tr>
<tr>
<td>2001</td>
<td>Phillip M. Roberts, James E. Carpenter</td>
</tr>
<tr>
<td>2002</td>
<td>Will Hudson, Gretchen Pettis</td>
</tr>
<tr>
<td>2004</td>
<td>Will Hudson, Darryl Jewett</td>
</tr>
<tr>
<td>2005</td>
<td>S. Kristine Braman, David Riley, Ronald D. Oetting</td>
</tr>
<tr>
<td>2006</td>
<td>Phillip M. Roberts, Gretchen Pettis, David G. Riley</td>
</tr>
<tr>
<td>2007</td>
<td>Phillip Roberts, Michael Toews</td>
</tr>
<tr>
<td>2008</td>
<td>Robert M. McPherson, Dan Hagan, Monica Townsend</td>
</tr>
<tr>
<td>2009</td>
<td>David Buntin, Dan Horton, David Riley</td>
</tr>
<tr>
<td>2010</td>
<td>David Riley, Xinzhi Ni, Alvin Simmons</td>
</tr>
</tbody>
</table>
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)  
2008 1) Lori B. Robinson  
2) Nathan P. Lord  
3) Gina Angelella  
2009 1) Michael Ruhl  
2) tie – Whitney Boozer  
2) tie – Erica Burkman  
3) no prize awarded  
2010 1) Christian Paulsen  
2) Whitney Boozer  
3) n/a (only two papers submitted)
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.
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.

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

**TOTAL SCORE**

Name of Judge: _________________________________
Georgia Entomological Society C. M. Beckham Award Past Committee Members

1993

Robert E. Lynch
Daniel V. Hagan
John N. All
Wayne A. Gardner

1994

Robert E. Lynch
Karl E. Espelie
Daniel V. Hagan
Ronald Harrison

1995

Denise L. Olsen
Cecil L. Smith
John J. Hamm
John W. Taylor
James L. Hanula
James W. Todd

1996

Denise L. Olsen
James E. Carpenter
Randy Hudson
James S. Hunter, III
Gary L. DeBarr
Robert M. McPherson
Sturgis McKeever
Billy R. Wiseman

1997

Denise L. Olsen
G. Scott Horn
Bill Irby

1998

W. G. Hudson
Jeremy K. Greene
John J. Hamm
Kenneth W. McCravey

1999

Daniel V. Hagan
C. Scott Bundy
John V. Altom
Randy Hudson

2000

Quentin Q. Fang
Robert M. McPherson

2001

Nancy C. Hinkle
G. David Buntin
Robert McPherson
David G. Riley

2002

Robert M. McPherson
James Wedincamp
Tracie Jenkins

2003

Robert M. McPherson
David G. Riley
Will Hudson

2004

Phillip M. Roberts
G. Scott Horn
Bill Irby

2005

Dan L. Horton
Nancy Hinkle
John R. Ruberson

2006

Nancy Hinkle
John Ruberson
Dan Horton

2007

Jim Dutcher
David Buntin
William Irby

2008

Dan Suiter
John R. Ruberson
Xinzhi Ni

2009

Rajagopal babu Srinivasan
Tracie Jenkins
William Hudson

2010
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
2008 1) Juanita Forrester
   2) Shimat V. Joseph
   3) none (only two papers were submitted by Ph.D. students)
2009 1) Jaime Fuest
   2) tie – Adriano Giorgi
   2) tie – Su Yee Lim
   3) no prize awarded
2010 1) Shakunthala Nair
   2) Cheri Abraham
   3) n/a (only two papers submitted)
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 4’ 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: Posters should be a maximum of 4’ x 4’. 100 possible points are scored for each paper. Highest number of points indicates winner.

<table>
<thead>
<tr>
<th>RATING CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization (30 points)</strong> – sequence of topics logical and effective: abstract or introduction complete; methods and results clear; discussion and conclusions logical and concise; summary thorough.</td>
<td></td>
</tr>
<tr>
<td><strong>Presentation (30 points)</strong> – 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.</td>
<td></td>
</tr>
<tr>
<td><strong>Subject Matter (30 points)</strong> – originality, scientific rigor, difficulty of problem.</td>
<td></td>
</tr>
<tr>
<td><strong>Conclusions/Synthesis (10 points)</strong> – summary of main points clear and concise; conclusions well documented and logically justified; synthesizes related work and ideas into conclusions.</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SCORE

Name of Judge: _______________________________________________________

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

1993
1994 Monyean Brower
David Weaver
James D. Dutcher
1995 Beverly Sparks
Wayne A. Gardner
Herb Young
1996 William S. Irby
Frank C. Elia
Lisa Westberry
Anne-Marie A. Callcott
Orville G. Marti, Jr.
Carroll E. Yonce
Jack H. Chandler
Sturgis McKeever
1997 Charlie E. Rogers
G. Keith Douce
Tim Adcock
S. Kris Braman
Dan L. Horton
James D. Dutcher
David G. Riley
1998 Dan L. Horton
S. Kris Braman
Tim Adcock
1999 Phillip M. Roberts
Scott Ludwig
Jeffery K. Tomberlin
Baozhu Guo
2000 Phillip M. Roberts
Teresa L. Pitts-Singer
Mark A. Brinkman
Quentin Q. Fang
2001 P. Glynn Tillman
2002 Lance G. Peterson
Joseph E. Eger
Daniel R. Suiter
Mark A. Brinkman
2003 Mark A. Brinkman
Jon Copeland
Scott Horn
2004 Mark A. Brinkman
James D. Dutcher
Daniel R. Suiter
2005 Daniel R. Suiter
Gretchen Pettis
Will Hudson
2006 G. Keith Douce
Tracie Jenkins
Robert M. McPherson
2007 Tracie Jenkins
Robert McPherson
Keith Douce
2008 David Riley
Xinzhi Ni
Mike Toews
2009 Ted Cottrell
David Shapiro-Ilan
Gretchen Pettis
2010 Ann Amis
Lance Durden
S. Kristine Braman
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 Dedje
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
2008  1) James A. Robertson
       2) Shimat V. Joseph
       3) Nathan P. Lord
2009  1) Adriano Giorgi
       2) Evelyn Carr
       3) Shakunthala Nair
2010  1) Carl Keiser
       2) Whitney Boozer
       3) n/a (two posters submitted)
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.

<table>
<thead>
<tr>
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<td></td>
</tr>
</tbody>
</table>

TOTAL SCORE

Name of Judge: _________________________________________________
Georgia Entomological Society Oliver I. Snapp Award Past Committee Members

1993
Linda A. Hall
Arthur E. Miller
Richard. B. Chalfant
Brian. T. Forschler

1994
Linda A. Hall
John N. All
Brian T. Forschler
Sandy Newell

1995
Linda A. Hall
John N. All
Brian T. Forschler
Sandy Newell

1996
Linda A. Hall
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

1997
Paul Guillebeau
Kerry G. Thomas
Harry J. Hutcheson
Ronald D. Oetting
David B. Adams
Terry S. Price
Doug Butts
Ellen Dotson
Frank E. French

1998
Paul Guillebeau
Wayne A. Gardner
Ronald D. Oetting
HC Ellis
David B. Adams
Sandy Newell
P. Glynn Tillman
Mark A. Brinkman

2000
David G. Riley
Jeffery K. Tomberlin
F. Michael McAloon
Ann A. Amis

2001
Wayne A. Gardner
Linda A. Hall
William S. Irby
Beverly Sparks

2002
Daniel R. Suiter
A. Ann Amis

2003
S. Kris Braman
Dan L. Horton
Lance G. Peterson

2004
Ronald D. Oetting
Tracie Jenkins
Daniel V. Hagan
Beverly A. Wiltz

2005
Tracie M. Jenkins
Raymond Noblet
Daniel V. Hagan
Juang-Horng Chong

2006
James L. Hanula
G. Scott Horn
James D. Dutcher

2007
James Hanula
James Dutcher
Scott Horn

2008
Will Hudson
Keith Delaplane
Tracie Jenkins

2009
Keith Griffith
Scott Horn
Lisa Ames

2010
Paul Guillebeau
Jim Hanula
Scott Horn
Shakunthala Nair
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
2008  Michael D. Toews
2009  David G. Riley
2010  Ted E. Cottrell
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

1994  **John N. All**  
        Gary A. Herzog  
        Beverly Sparks

1995 **Gary A. Herzog**  
        Karl E. Espelie  
        Catharine Mannion  
        W. Louis Tedders, Jr.

1996 **S. Kris Braman**  
        Daniel V. Hagan  
        John N. All  
        Gary A. Herzog  
        Keith H. Griffith  
        Billy R. Wiseman

1997 **Karl E. Espelie**  
        Robert Davis  
        Michael J. Adang  
        Danny Bennett  
        Herb Young  
        John J. Hamm

1998 **Robert E. Lynch**  
        Beverly Sparks  
        Keith S. Delaplane

1999 **James H. Oliver, Jr.**  
        W. Joe. Lewis  
        Herb Young  
        Gary A. Herzog

2000 **James H. Oliver, Jr.**  
        W. Joe Lewis  
        Keith H. Griffith  
        Gary A. Herzog

2001 **Gary A. Herzog**  
        James E. Carpenter  
        Herb Young

2002 **Lance G. Peterson**  
        Linda Hall  
        Keith Griffith

2003 **Daniel V. Hagan**  
        Lance G. Peterson  
        James L. Hanula

2004 **James L. Hanula**  
        G. David Buntin  
        Daniel V. Hagan

2005 **G. David Buntin**  
        Ted Cottrell  
        David G. Riley

2006 **James D. Dutcher**  
        Wayne A. Gardner  
        James L. Hanula  
        Raymond Noblet

2007 **Robert McPherson**  
        James Dutcher  
        Wayne Gardner

2008 **Sandy Newell**  
        Michael Toews  
        Steve Brown  
        Ron Oetting

2009 **S. Kristin Braman**  
        James Hanula  
        Keith Griffith

2010 **John Ruberson**  
        (David – please ask John for other members names)
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:

<table>
<thead>
<tr>
<th>Portrait:</th>
<th>Winner receives $25 and Award Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology:</td>
<td>Winner receives $25 and Award Certificate</td>
</tr>
<tr>
<td>Microscopic:</td>
<td>Winner receives $25 and Award Certificate</td>
</tr>
<tr>
<td>Sequence:</td>
<td>Winner receives $50 and Award Certificate</td>
</tr>
<tr>
<td>Digital:</td>
<td>Winner receives $25 and Award Certificate</td>
</tr>
</tbody>
</table>

**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.

• 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:

<table>
<thead>
<tr>
<th>PORTRAIT</th>
<th>BIOLOGY</th>
<th>SEQUENCE</th>
<th>MICROSCOPIC</th>
</tr>
</thead>
</table>

Photographer’s Name: _______________________________________________________
Mailing Address: _____________________________________________________________

_____________________________________________________________

SLIDE TITLE/DESCRIPTION (Please Print):
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________
5. _______________________________________________________________________

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
2009 Alton N. Sparks Jr.
    Phillip Roberts
    David Riley
    Babu Srinivasan
2010 Lisa Ames
    Wayne A. Gardner
    S. Kristine Braman
    G. David Buntin
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 64th 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 64th 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  
2009  Glynn Tillman  
Xinzhi Ni  
2010  William Hudson  
James Dutcher
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 Adeock
    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
2009  **Tracie Jenkins**
    Ray Noblet
2010  **Michael Toews**
    Xinzhi Ni
2011
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. Hagan  
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

2009  
William Irby  
Michael D. Toews  
Dan Horton  
Andrew Bingham

2010  
Daniel L. Horton  
Michael Toews  
Quentin Fang  
Whitney Boozer  
Carl N. Keiser
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.
<table>
<thead>
<tr>
<th>Year</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1993</td>
<td>G. Keith Douce, Robert M. McPherson</td>
</tr>
<tr>
<td>1994</td>
<td>G. Keith Douce, Robert M. McPherson</td>
</tr>
<tr>
<td>1995</td>
<td>G. Keith Douce, Robert M. McPherson, Arthur E. Miller</td>
</tr>
<tr>
<td>1996</td>
<td>G. Keith Douce, Robert M. McPherson, Arthur E. Miller, David C. Jones</td>
</tr>
<tr>
<td>1997</td>
<td>G. Keith Douce, Robert M. McPherson, David C. Jones</td>
</tr>
<tr>
<td>1998</td>
<td>Robert M. McPherson, G. Keith Douce, Arthur E. Miller, David C. Jones</td>
</tr>
<tr>
<td>1999</td>
<td>Robert M. McPherson, G. Keith Douce, Arthur E. Miller</td>
</tr>
<tr>
<td>2000</td>
<td>Robert M. McPherson, G. Keith Douce, Arthur E. Miller</td>
</tr>
<tr>
<td>2001</td>
<td>Robert M. McPherson, G. Keith Douce, Arthur E. Miller, G. David Buntin</td>
</tr>
<tr>
<td>2002</td>
<td>Robert M. McPherson, G. Keith Douce, Arthur E. Miller, G. David Buntin</td>
</tr>
<tr>
<td>2003</td>
<td>Robert M. McPherson, Nancy Hinkle, G. Keith Douce</td>
</tr>
<tr>
<td>2004</td>
<td>Robert M. McPherson, Nancy Hinkle, G. Keith Douce</td>
</tr>
<tr>
<td>2005</td>
<td>None appointed</td>
</tr>
<tr>
<td>2006</td>
<td>Phillip M. Roberts, Nancy Hinkle, Robert M. McPherson, G. Keith Douce, P. Glynn Tillman, C. Wayne Berisford</td>
</tr>
<tr>
<td>2007</td>
<td>Phillip Roberts, Co-Chair, Nancy Hinkle, Co-Chair, Paul Guillebeau, Co-Chair</td>
</tr>
<tr>
<td>2008</td>
<td>Phillip Roberts, Co-Chair, Nancy Hinkle, Co-Chair, Paul Guillebeau, Co-Chair</td>
</tr>
<tr>
<td>2009</td>
<td>Phillip Roberts, Co-Chair, Nancy Hinkle, Co-Chair, Paul Guillebeau, Co-Chair</td>
</tr>
<tr>
<td>2010</td>
<td>Phillip Roberts, Co-Chair, Nancy Hinkle, Co-Chair, Paul Guillebeau, Co-Chair</td>
</tr>
</tbody>
</table>
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/Treasure 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.
<table>
<thead>
<tr>
<th>Year</th>
<th>Members</th>
</tr>
</thead>
</table>
| 1993 | Herbert R. Smith  
J. Larry Zettler  
Steve L. Brown |
| 1994 | William G. Hudson  
James E. Carpenter  
Herb. Young |
| 1995 | James E. Carpenter  
Keith S. Delaplane  
David B. Adams  
Randy Hudson  
Douglas A. Allen  
Catharine Mannion |
| 1996 | Daniel V. Hagan  
Steve L. Brown  
Mary Harris  
Stan Diffie  
Gary L. DeBarr  
Louise G. Henry |
| 1997 | David G. Riley  
Steve L. Brown  
David B. Adams  
James Hadden |
| 1998 | Ronald D. Oetting  
Robert M. McPherson |
| 1999 | Frank E. French  
William S. Irby  
W. David Rogers  
G. David Buntin |
| 2000 | Steve L. Brown  
Phillip M. Roberts  
Jeremy K. Greene  
Lance G. Peterson |
| 2001 | Steve L. Brown  
Beverly Sparks  
Jeremy K. Greene  
Lance G. Peterson |
| 2002 | Phillip Roberts  
Steve L. Brown  
Lance G. Peterson |
| 2003 | Nancy Hinkle  
G. Scott Horn  
Dan L. Horton  
Paul Guillebeau |
| 2004 | G. David Buntin  
Lance Durden  
Alton N. Sparks, Jr. |
| 2005 | Dan L. Horton  
Gretchen Petits  
Detsy Bridges |
| 2006 | Phillip Roberts  
Darold Batzer  
William Irby  
Dan Suiter |
| 2007 | Jim Hanula  
Scott Horn  
Dan Horton |
| 2008 | William Irby  
Lance Durden  
Alan Harvey |
| 2009 | James Hadden  
Ted Cottrell  
Alton N. “Stormy” Sparks, Jr.  
John R. Ruberson |
Meeting Sites of the Georgia Entomological Society
(*Joint meeting of the Georgia Entomological Society and the South Carolina Entomological Society)

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Meeting Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 April, 1937</td>
<td>Agricultural Experiment Station, Experiment</td>
</tr>
<tr>
<td>1 April, 1938</td>
<td>Georgia Institute of Technology, Atlanta</td>
</tr>
<tr>
<td>28-30 October, 1938</td>
<td>Okefenokee Swamp, Fargo</td>
</tr>
<tr>
<td>6 May, 1939</td>
<td>Georgia State College for Women, Milledgeville</td>
</tr>
<tr>
<td>14 October, 1939</td>
<td>Agricultural Experiment Station, Experiment</td>
</tr>
<tr>
<td>6 April, 1940</td>
<td>Emory University, Atlanta</td>
</tr>
<tr>
<td>7 November, 1940</td>
<td>Agricultural Experiment Station, Experiment</td>
</tr>
<tr>
<td>5 April, 1941</td>
<td>Wesleyan College, Macon</td>
</tr>
<tr>
<td>4 April, 1942</td>
<td>Emory University, Atlanta</td>
</tr>
<tr>
<td>21 March, 1944</td>
<td>Piedmont Hotel, Atlanta</td>
</tr>
<tr>
<td>29 March, 1946</td>
<td>Agricultural Experiment Station, Experiment</td>
</tr>
<tr>
<td>10 April, 1948</td>
<td>Baldwin Hall-UGA, Athens</td>
</tr>
<tr>
<td>30 April, 1949</td>
<td>Jekyll Island Hotel, Jekyll Island</td>
</tr>
<tr>
<td>3-4 March, 1950</td>
<td>American Legion, Fort Valley</td>
</tr>
<tr>
<td>9-10 March, 1951</td>
<td>Abraham Baldwin Agricultural College, Tifton</td>
</tr>
<tr>
<td>7-8 March, 1952</td>
<td>Savannah Hotel, Savannah</td>
</tr>
<tr>
<td>6-7 March, 1953</td>
<td>Hotel Dempsey, Macon</td>
</tr>
<tr>
<td>12-13 March, 1954</td>
<td>Ida Dunlap Little Library-UGA, Athens</td>
</tr>
<tr>
<td>4-5 March, 1955</td>
<td>Radium Springs Hotel, Albany</td>
</tr>
<tr>
<td>8-9 March, 1956</td>
<td>Manger Hotel, Savannah</td>
</tr>
<tr>
<td>19-20 March, 1957</td>
<td>Rock Eagle 4-H Club Center, Eatonton</td>
</tr>
<tr>
<td>5-7 March, 1958</td>
<td>King and Prince Hotel, St. Simons Island</td>
</tr>
<tr>
<td>4-5 March, 1959</td>
<td>Radium Springs Hotel, Albany</td>
</tr>
<tr>
<td>30-31 March, 1960</td>
<td>New Chemistry Building-UGA, Athens</td>
</tr>
<tr>
<td>8-9 March, 1969</td>
<td>Wanderer Motel, Jekyll Island</td>
</tr>
<tr>
<td>20-22 March, 1962</td>
<td>Radium Springs Hotel, Albany</td>
</tr>
<tr>
<td>20-22 March, 1963</td>
<td>Holiday Inn, Pine Mountain</td>
</tr>
<tr>
<td>26-27 March, 1964</td>
<td>Corsair Motel, Jekyll Island</td>
</tr>
<tr>
<td>9-11 March, 1965</td>
<td>Downtown Holiday Inn, Atlanta</td>
</tr>
<tr>
<td>23-25 March, 1966</td>
<td>Stuckey’s Carriage Inn, Jekyll Island</td>
</tr>
<tr>
<td>21-23 March, 1967</td>
<td>Manger Hotel, Savannah</td>
</tr>
<tr>
<td>19-21 March, 1968</td>
<td>Elks Club, Albany</td>
</tr>
<tr>
<td>18-20 March, 1969</td>
<td>Stuckey’s Carriage Inn, Jekyll</td>
</tr>
<tr>
<td>17-19 March, 1970</td>
<td>Downtowner Motor Inn, Albany</td>
</tr>
<tr>
<td>16-18 March, 1971</td>
<td>DeSoto Hilton, Savannah</td>
</tr>
<tr>
<td>15-17 March, 1972</td>
<td>King and Prince Hotel, St. Simons Island</td>
</tr>
<tr>
<td>28-30 March, 1973</td>
<td>Macon Hilton Hotel, Macon</td>
</tr>
<tr>
<td>13-15 March, 1974</td>
<td>Holiday Inn, Athens</td>
</tr>
<tr>
<td>19-21 March, 1975</td>
<td>King and Prince Hotel, St. Simons Island</td>
</tr>
<tr>
<td>17-19 March, 1976*</td>
<td>DeSoto Hilton, Savannah</td>
</tr>
<tr>
<td>16-18 March, 1977</td>
<td>Downtowner Motor Inn, Albany</td>
</tr>
<tr>
<td>15-17 March, 1978</td>
<td>King and Prince Hotel, St. Simons Island</td>
</tr>
<tr>
<td>21-23 March, 1979*</td>
<td>Quality Inn, Hilton Head, SC</td>
</tr>
<tr>
<td>19-21 March, 1980</td>
<td>Ramada Inn West, Macon</td>
</tr>
<tr>
<td>18-19 March, 1981</td>
<td>Rural Development Center, Tifton</td>
</tr>
<tr>
<td>24-26 March, 1982</td>
<td>History Village Inn &amp; Conference Center, Athens</td>
</tr>
<tr>
<td>23-25 March, 1983</td>
<td>Downtowner Motor Inn, Albany</td>
</tr>
<tr>
<td>21-23 March, 1984</td>
<td>Buccaneer Motor Lodge, Jekyll Island</td>
</tr>
<tr>
<td>20-22 March, 1985</td>
<td>Rural Development Center, Tifton</td>
</tr>
<tr>
<td>24-26 March, 1986*</td>
<td>Sheraton Resort &amp; Country Club, Savannah</td>
</tr>
<tr>
<td>18-20 March, 1987</td>
<td>Quality Inn-Buccaneer, Jekyll Island</td>
</tr>
<tr>
<td>Meeting Dates (cont.)</td>
<td>Meeting Location (cont.)</td>
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<tr>
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<td>---------------------------------------------------</td>
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<tr>
<td>23-25 March, 1988</td>
<td>Georgia Southern College, Statesboro</td>
</tr>
<tr>
<td>23-24 March, 1989</td>
<td>University of Georgia, Athens</td>
</tr>
<tr>
<td>28-30 March, 1990</td>
<td>Unicoi Lodge &amp; Conference Center, Helen</td>
</tr>
<tr>
<td>27-29 March, 1991</td>
<td>Callaway Gardens, Pine Mountain</td>
</tr>
<tr>
<td>25-27 March, 1992</td>
<td>Clarion Resort Buccaneer, Jekyll Island</td>
</tr>
<tr>
<td>24-26 March, 1993</td>
<td>Georgia Center for Continuing Education, Athens</td>
</tr>
<tr>
<td>23-25 March, 1994*</td>
<td>Sheraton Charleston Hotel, Charleston, SC</td>
</tr>
<tr>
<td>29-31 March, 1995</td>
<td>Merry Acres Motel, Albany</td>
</tr>
<tr>
<td>27-29 March, 1996</td>
<td>Holiday Inn-Midtown, Savannah</td>
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<tr>
<td>16-17 April, 1997</td>
<td>Unicoi State Park, Helen</td>
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<tr>
<td>16-17 April, 1998</td>
<td>Buccaneer Motor Lodge, Jekyll Island</td>
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<tr>
<td>14-16 April, 1999</td>
<td>Rural Development Center, Tifton</td>
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<tr>
<td>6-7 April, 2000</td>
<td>Georgia Center for Continuing Education, Athens</td>
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<tr>
<td>4-6 April, 2001*</td>
<td>Georgia Mountain Center, Gainesville</td>
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<td>3-5 April, 2002</td>
<td>Georgia Southern University, Statesboro</td>
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<tr>
<td>2-4 April, 2003</td>
<td>Holiday Inn, Jekyll Island</td>
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<tr>
<td>31 March - 2 April, 2004</td>
<td>Callaway Gardens, Pine Mountain</td>
</tr>
<tr>
<td>30 March - 1 April, 2005</td>
<td>Georgia Center for Continuing Education, Athens</td>
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<tr>
<td>29-31 March, 2006</td>
<td>Holiday Inn, Jekyll Island</td>
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<tr>
<td>16-18 May, 2007</td>
<td>Georgia Center for Continuing Education, Athens</td>
</tr>
<tr>
<td>2-4 April, 2008</td>
<td>Lake Blackshear Resort &amp; Golf Club, Cordele</td>
</tr>
<tr>
<td>1-3 April, 2009</td>
<td>The Ridges Resort and Club, Hiawassee</td>
</tr>
<tr>
<td>6-8 October, 2010*</td>
<td>Hickory Knob State Park, McCormick, SC</td>
</tr>
</tbody>
</table>
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 5th 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 overhead 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
1994
1995  Sandy Newell
1996  Herbert R. Smith
      Herbert G. Henry
      Mike Gomez
      James S. Hunter, III
      H. Gary Hancock
      Sandy Newell
1997  Alvin L. Anderson
      John J. Hamm
      Herb Young
      Mike Gomez
      Herbert R. Smith
      Eugene M. Maddux
      Jeff Davis
      Sandy Newell
1998  Herb Young
      Keith H. Griffith
      Sandy Newell
1999  W. Kent Taylor
      Ben Rogers
      Stanley Royal
      Alvin L. Anderson
2000  Herb Young
      W. Louis Tedders, Jr.
      Sandy. Newell
2001  John V. Altom
      W. Louis Tedders, Jr.
      Lance G. Peterson
2002  Herb Young
      W. Louis Tedders, Jr.
      Lance G. Peterson
      John V. Altom
2003  John V. Altom
      W. Louis Tedders
      Herb Young
2004  Steve L. Brown
      W. Louis Tedders, Jr.
      Keith H. Griffith
2005  Steve L. Brown
      Herb Young
      Keith H. Griffith
      John V. Altom
      Gerald Harrison
      Tony Estes
2006  Steve L. Brown
      Herb Young
      Keith H. Griffith
      John V. Altom
      Tony Estes
2007  Bo Braxton
      Henry McLean
      Tony Weiss
      John All
2008  Tony Weiss
      Henry McLean
      Bo Braxton
      Tony Weiss
2009  Keith Rucker
      Tony Weiss
2010  Tony Weiss
      James Hadden
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

<table>
<thead>
<tr>
<th>Year</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1993</td>
<td>John N. All</td>
</tr>
<tr>
<td>1994</td>
<td>John N. All</td>
</tr>
<tr>
<td>1995</td>
<td>John N. All</td>
</tr>
<tr>
<td>1996</td>
<td>HC Ellis</td>
</tr>
<tr>
<td>1997</td>
<td>James D. Dutcher</td>
</tr>
<tr>
<td>1998</td>
<td>James D. Dutcher</td>
</tr>
<tr>
<td>1999</td>
<td>HC Ellis</td>
</tr>
<tr>
<td>2000</td>
<td>HC Ellis</td>
</tr>
<tr>
<td>2001</td>
<td>Beverly Sparks</td>
</tr>
<tr>
<td>2002</td>
<td>John N. All</td>
</tr>
<tr>
<td>2003</td>
<td>Phillip Roberts</td>
</tr>
<tr>
<td>2004</td>
<td>Alton N. Sparks, Jr.</td>
</tr>
<tr>
<td>2005</td>
<td>Beverly Sparks (Golf)</td>
</tr>
<tr>
<td>2006</td>
<td>Alton N. Sparks, Jr. (Golf)</td>
</tr>
<tr>
<td>2007</td>
<td>Alton N. Sparks, Jr. (Golf)</td>
</tr>
<tr>
<td>2008</td>
<td>Alton N. Sparks, Jr. (Golf)</td>
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<tr>
<td>2009</td>
<td>Alton N. Sparks, Jr. (Golf)</td>
</tr>
<tr>
<td>2010</td>
<td>Alton N. Sparks, Jr. (Golf)</td>
</tr>
</tbody>
</table>

John Norris 1993
HC Ellis 1996
James D. Dutcher 1997, 1998
Steve L. Brown 1998
Lorraine French 1999
Barbara Fultz 1999
Paulette Zettler 2000
Roberta Miller 2000
Ann Lambert 2000
Nita F. Lynch 2000
Dannie Sparks 2000
Dan L. Horton 2001, 2002
K. Bondari 2001, 2002
James W. Todd 2002-2004
Don Canerday (Golf) 2005

GES Operating Guidelines 2008
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 John All
   David Buntin
   Wayne Gardner
   John Ruberson
   Paul Guillebeau

2009 David Buntin
   Wayne Gardner
   John Ruberson
   Paul Guillebeau

2010 Dawn Olsen
   Wayne Gardner
   John Ruberson
   Alton N. Sparks, Jr.