

BYLAWS OF THE ENTOMOLOGICAL SOCIETY OF WASHINGTON

Article I. Name

The official name of this organization is "The Entomological Society of Washington," (hereafter referred to as "ESW" or "the Society").

Article II. Purpose

The objectives of the Society are to promote the study of entomology in all its aspects and to cultivate mutually advantageous relations among those in any way interested in entomology. The Society is organized and operated exclusively for scientific and educational purposes.

Article III. Membership

Section 3.01 Eligibility for Membership

Membership in the Society shall be open to any person with an interest in the science of entomology and shall not be denied to any person based on age, race, gender, sexual orientation, religion, disability, nationality, or any other criteria not related to the purpose of the Society.

Section 3.02 Categories of Membership

- (a) Individual Membership: The six categories of individual membership in the Society are Regular, Student, Life, Sustaining, Emeritus, and Honorary. Individual members of the Society have the right to vote at Regular and Special Meetings, within the Session for which they are members. Additionally, members of any category living in metropolitan Washington and adjacent areas shall be considered 'resident members.'
- (i) Regular Members are individuals who pay annual fees to the Society in the form of both membership dues and subscription fees.
 - (ii) Student Members are regular members who are enrolled in a certified educational institution, or who hold a postdoctoral position sometime during the membership year. Student members have the option of paying only membership dues and forfeiting subscription to the Society publications.
 - (iii) Life Members are regular members who make a onetime contribution of twenty (20) times the current annual fee for Regular Members. Life members are exempt from paying further fees.
 - (iv) Sustaining Members are regular members who pay a fee of thirty (30) times the current annual fee for Regular Members over a 5-year period.
 - (v) Emeritus Membership is granted to members of 15 or more years, not in arrears for dues or otherwise indebted to the Society, when retiring from income-producing employment. Members satisfying these terms may request from, and be continued by, the Executive Committee as Emeritus Members without further payment of dues. Members thus relieved of the payment of dues will not be sent copies of the Society publications.
 - (vi) Honorary Membership is bestowed in recognition of long and meritorious effort to advance entomological science. Individuals so recognized shall be approved unanimously by the Executive Committee and affirmed by a two-thirds (2/3) vote of members present at any regular meeting. Honorary Members shall be elected for life, shall pay no fees, and shall be accorded all privileges of regular members. The number of Honorary Members carried concurrently on the membership roll shall not exceed six, except when an Honorary Member is chosen Honorary President, in which case there may be seven.
- (b) Institutional Subscriptions: At the discretion of the Publications Committee, Institutional Subscriptions will be granted to qualifying entities at the institutional subscription rate (Art. IX § 8.02 (c)). Entities holding Institutional Subscriptions receive the publications of the Society, but do not have the rights of Individual Membership.

Section 3.03 Applying for Membership

- (a) Applications for membership shall be made in writing, accompanied by brief statements of qualification and/or interests, to the Treasurer, who upon receiving the payment of dues will pass along the application to the Membership & Communications Secretary.
- (b) The Membership & Communications Secretary shall report the name of each new applicant to the membership during the next Business Meeting after application.
- (c) In the absence of adverse notice from the members, the applicant's name shall be read as a new member at the next Business Meeting following the report of their application to the Society membership.

Section 3.04 Contests to Membership

If the Membership & Communications Secretary receives an adverse notice concerning an applicant for membership, the candidate's name shall be referred to the Executive Committee and final approval of the contested application shall be by simple majority vote of that committee with formal announcement of membership to be made in the usual manner at the next regular meeting following action by the Executive Committee.

Section 3.05 Censure and Expulsion

- (a) Should a member prove a detriment to the Society by unlawfully and/or grossly misrepresenting the Society, by abusing the floor to make *ad hominem* attacks, by disrespecting these Bylaws to the point of serious disruption of the Society's progress or benefit, or by any other conduct deemed inappropriate and inconsistent with the Society's Purpose, a member can be censured, having been motioned, seconded, and voted by a simple majority of the membership during a Business Meeting.
- (b) Should the Censured Member be other than an elected officer and require further disciplinary action, the Society, having motioned, seconded, and voted a two-thirds majority (2/3) of the membership during a Business Meeting, may expel the Censured Member.
- (c) Should the Censured Member be an elected officer and require further disciplinary action, then formal disciplinary procedures shall commence according to Article VII § 7.14 (d).

Section 3.06 Accessibility of Membership List

- (a) The Membership & Communications Secretary, in consultation with the Treasurer, shall maintain a membership list.
- (b) The complete membership list shall be published at least once every three years in the Proceedings of the Society.
- (c) The list of members shall be made available to any active, dues-paying member of the Society upon request through the Membership & Communications Secretary and/or *via* the Society's media outlets.

Article IV. Dues and Payment

Section 4.01 Annual dues and fees

- (a) The annual fees, which include membership dues and subscription fee, shall be payable by January 1st.
- (b) Annual membership dues shall be \$5.00 and the member's electronic subscription fee shall be \$25.00.
- (c) Members shall have the option of paying an additional \$30 for a printed copy of the Proceedings.
- (d) Members residing outside of the United States may be charged a supplement to cover the increased cost of postage; the amount and nature of this supplement to be determined by the Treasurer and approved by the Executive Committee.
- (e) If applying prior to June, new members shall receive all numbers of the Society publications for that year. If applying on or after June 1st, new members shall be exempt from fees for the calendar year in which they join and shall receive the Society publications beginning with the January issue of the next year.

Section 4.02 Termination of Membership due to Non-Payment

- (a) A member shall be considered to be one year in arrears if he/she has not paid his/her fees by May 1st of the year in which they are payable. The Treasurer shall notify those members one year in arrears for fees and

forward this list to the Membership & Communications Secretary by May 15th each year.

- (b) If fees have not been paid one month after notice has been sent, the member's name shall be removed from the mailing list for the Society publications. The Membership & Communications Secretary shall notify the member of such action.
- (c) A member who is one year in arrears for fees may be dropped from membership by vote of the Executive Committee two months after a final notice has been sent by the Treasurer. The Treasurer will forward a list of these names to the Executive Committee by the end of August of each year.

Section 4.03 Reinstatement of Membership Following Termination due to Non-Payment

Members dropped for non-payment of fees, or those who have resigned, may be reinstated by payment of fees for the current year and by payment at membership rate for all copies of the Society publications for which they are delinquent.

Article V. Meetings

Section 5.01 Definition of Sessions and Meetings

- (a) Regular Sessions: The Society will convene annual sessions coincident with the calendar year. Each session will begin with the Regular meeting in January and end with the Annual Meeting in December.
- (b) Business Meetings: The Society will convene Regular Business Meetings, open to the public, on a monthly basis during each Regular Session, with the exception of the Recess period. The Society reserves the right to convene closed sessions, excluding all but paid members from attendance. The Society may also call Special Business Meetings as defined in Art. V § 5.03 (b), and as required under the direction of the Executive Committee.
- (c) Non-Business Meetings: The Society will convene Special, Non-Business Meetings both as defined in Art. V § 5.03 (a), and as required under the direction of the Executive Committee.
- (d) Recess: The Regular Session will be in Recess during the months of July through September, unless otherwise ordered by the vote of the Society or of the Executive Committee.
- (e) Executive Session: Each Executive Session shall begin with the installment of the incoming President, and will consist of Executive Committee Meetings as required (Art. VI § 6.02).

Section 5.02 Regular Business Meetings

- (a) Regular Business Meetings of the Society shall be held, unless otherwise ordered by the vote of the Society or of the Executive Committee, on the first Thursday of each month, except during Recess and December.
- (b) For the purpose of conducting business, twenty members shall constitute a quorum.
- (c) The suggested order of business at the regular meetings shall be as follows:
 - (i) Call to order
 - (ii) Reading and approval of minutes
 - (iii) Reports of officers and committees
 - (iv) Introduction of new members and visitors
 - (v) Unfinished business
 - (vi) New business
 - (vii) Presentation of notes and exhibition of specimens
 - (viii) Presentation of announced topics
 - (ix) Adjournment of Meeting

Section 5.03 Special Meetings

- (a) Annual Banquet: The June meeting will be reserved for the annual banquet of the Society, will be the last meeting before Session Recess, and is not considered a Business Meeting.
- (b) Annual Meeting: The December meeting will be reserved for the Annual Meeting, convened as a Regular Business Meeting but for the additional purposes of providing a summary of the Society's activities and the election of officers, and will be the last meeting of the Regular Session. The suggested order of business at the annual meeting shall be as follows:

- (i) Call to order
- (ii) Reading and approval of minutes
- (iii) Introduction of new members and visitors
- (iv) Presentation by the President of a summary report on the state of the Society, which should include officer reports
- (v) Election of new officers
- (vi) Unfinished business
- (vii) New business
- (viii) Presentation of notes and exhibition of specimens
- (ix) Presentation of announced topics
- (x) Installation of incoming President
- (xi) Adjournment of Meeting and the Regular Session

Article VI. Executive Session

Section 6.01 Constituency

The Executive Committee shall guide the activities of the Society. All elected and successional officers of the Society, by virtue of their individual positions, are considered part of the Executive Committee, along with the last available former president.

Section 6.02 Executive Meetings

- (a) The Executive Committee shall hold such meetings as are required to transact the business of the Society during the year, during the Executive Session.
- (b) One of these meetings shall be sufficiently prior to November to permit consideration and approval of a summary report for presentation by the President at the annual meeting on the state of the Society and the work of the officers and committees.
- (c) Other meetings of the Executive Committee may be called at any time by the President or his/her substitute and shall be called promptly by the presiding officer on request of any three members of the Committee other than the presiding officer.
- (d) The presence of six members of the Executive Committee, seven members when there is an Associate Editor, at any meeting shall establish a quorum.

Section 6.03 Responsibilities

- (a) The Executive Committee shall assume the responsibility for and shall conduct the activities of the Society, direct Society finances, and provide coordination for Society meetings and publications.
- (b) The Committee shall report fully to the Society once each year, on its conduct of the Society's business, either through the different officers or by a specially approved representative (Art. V § 5.03 (b)). The report shall include an approved audit of the Treasurer's accounts.
- (c) The Committee shall also consider and present to the Society proposals for change or improvements, and shall transact all other business requiring attention and not otherwise assigned.
- (d) The Executive Committee may ask for such reports of officers as are deemed necessary.

Article VII. Officers

Section 7.01 Definition of Offices

- (a) Elected Offices:
 - (i) The Elected Offices of the Society shall be President-Elect, Recording Secretary, Membership & Communications Secretary, Treasurer, Editor or pair of Co-Editors, Curator, and Program Chair. These shall be chosen from resident members.
 - (ii) The incoming or continuing Editor, if serving without a Co-Editor, may nominate a Co-Editor; she/he shall be elected by confirmation of two-thirds (2/3) vote of the regular membership at the next regular business meeting following nomination.

(b) Successional Offices:

- (i) Offices of Succession are considered 'elected' in that they are primarily gained through election from the membership.
- (ii) *President*: The office of President will be filled by succession of the President-Elect.

(c) Appointed Offices:

- (i) Appointed Officers are not entitled to a vote in Executive Sessions.
- (ii) *Parliamentarian*: The President, if deemed necessary for the Society, may appoint a Parliamentarian.
- (iii) *Ad Hoc Offices*: the President, at his or her discretion, may create and fill through appointment, *ad hoc* offices for the term of his or her presidency.

(d) Order of Succession: In the case that the President is unreachable and has not appointed a proxy, the order of succession for the presiding chair and for executive decisions is: 1) President-Elect, 2) Recording Secretary, 3) Membership & Communications Secretary, 4) Treasurer, 5) Program Chair, 6) most senior Editor, and 7) Curator.

Section 7.02 President

- (a) The President or, in his/her absence, the senior officer present (Art. VII, § 7.01 (d)) shall preside at all meetings of the Society and of the Executive Committee.
- (b) The President, as a member of the Society, has the same voting right as regular members. However, except in the case of a secret ballot, or in the event that their vote will affect the outcome, the President should keep their vote secret.
- (c) The President or his/her substitute shall have authority to and shall appoint any standing or special committees whose services are required in the interests of the Society.
- (d) The President may convene the Executive Committee as required to transact the business of the Society (Art. VI § 6.02).
- (e) The President shall conduct such correspondence as should appropriately bear his/her signature as presiding officer.
- (f) The President shall represent the Society on the Board of Managers of the Washington Academy of Sciences; or he/she may appoint a substitute for him/her.
- (g) The President shall prepare and present a summary report on the state of the Society and the work of the retiring officers for the Annual Meeting. (Art. V § 5.03 (b) (iv)).
- (h) The President shall deliver an address on some subject pertinent to the objectives of the Society at the first or second Regular Meeting of the Session subsequent to the completion of his/her term of office.
- (i) If deemed necessary for the Society, the President may appoint a Parliamentarian in whom he/she has confidence (Art. VII § 7.01 (b) (iii)).

Section 7.03 President-Elect

- (a) The President-Elect shall automatically succeed to the Presidency at the close of the Annual Meeting, or whenever the President is unable to complete his/her term of office.
- (b) The President-Elect shall be responsible for arranging the Annual Banquet of the Society.
- (c) The President-Elect shall be responsible for appointing members to the Auditing and Nominating Committees by the end of Recess (October) of the year he/she is President-Elect.

Section 7.04 Recording Secretary

- (a) The Recording Secretary shall make a record of the Regular and Special Business Meetings of the Society and shall submit a record of the regular meetings to the Editor for publication in the Proceedings once annually.
- (b) The Recording Secretary shall make a record of the meetings of the Executive Committee and shall submit a record of their meetings to the Curator for preservation. These shall not be open to the regular membership, except at the discretion of the Executive Committee.

- (c) The Recording Secretary shall be responsible for keeping a record of attendance of members and visitors at Regular Meetings.

Section 7.05 Membership & Communications Secretary

- (a) The Membership & Communications Secretary shall conduct all official correspondence of the Society except as otherwise provided, shall keep a list of all members and their contact information, and will manage any Society mail lists, electronic or otherwise.
- (b) The Membership & Communications Secretary shall be responsible for processing applications from prospective members and shall announce the names of these applicants at the next Regular Business meeting of the Society following receipt of application.
- (c) The Membership & Communications Secretary shall cooperate with the Treasurer in maintaining an accurate membership list, and shall notify members of in arrears of removal from the mailing list per Art. IV § 4.02.
- (d) The Membership & Communications Secretary shall be responsible for coordinating the promotion of the Society's public profile.
- (e) He/she shall be responsible for the, coordination or production of Society related graphic and/or digital media, including, but not limited to, logos and website design.

Section 7.06 Treasurer

- (a) The Treasurer is the primary fiscal officer for the Society and as such shall have charge of and be responsible for all funds and investments of the Society, is responsible for maintaining and documenting all financial accounts and fiduciary paperwork generated by the Society, shall make routine disbursements, and shall conduct such correspondence as is necessary to carry out these duties.
- (b) The Treasurer shall coordinate with the Membership & Communications Secretary in maintaining the mailing list of members and subscribers.
- (c) The Treasurer shall only make unusual disbursements and investments after consultation with and under the direction of the Executive Committee.
- (d) The Treasurer shall collect all sums due to the Society from any source.
- (e) The Treasurer shall notify all members and subscribers who are in arrears per Art. IV § 4.02.
- (f) The Treasurer shall present to the Executive Committee an annual report on the financial status of the Society.
- (g) The fiscal year of the Society shall be November 1 to October 31. The Treasurer shall close his/her books at the end of the fiscal year so the accounts of the Society may be audited prior to its annual meeting (usually December).

Section 7.07 Editor/Co-Editors

- (a) There may be up to two (2) Co-Editors, the only distinction being made in the order of succession (Art. VII § 7.01 (d)). The most senior Co-Editor is determined first by tenure as Editor, second, by tenure in the Society, and lastly (if necessary) a majority vote of the available voting members of the Executive Committee.
- (b) The Editor/Co-Editors shall be responsible for editing all publications of the Society and shall conduct such business as is necessary to carry out this responsibility.
- (c) The incumbent Editor, if serving without a Co-Editor, may nominate a Co-Editor, subject to confirmation by two-thirds (2/3) vote of the regular membership at the next regular business meeting following nomination.
- (d) The Editor/Co-Editors shall appoint the non-elected members of the Publications Committee, subject to approval by the incoming President.
- (e) To ensure the highest quality and content, the Editor/Co-Editors shall require review of all manuscripts before their acceptance for publication.

Section 7.08 Curator

- (a) The Curator shall be the custodian of all physical and electronic assets of the Society, unless otherwise stated. He/she shall be responsible for the reserve stock of the Society's publications (electronic and otherwise), and for preserving such records, databases, papers, and items of the Society as deemed necessary by the Executive Committee.

- (b) As the custodian of these artifacts, the Curator shall also serve as the Society historian, and shall prepare a narrative account of the Society's activities during his/her term of office.

Section 7.09 Program Chair

- (a) The Program Chair shall be responsible for arranging the announced topics of each Regular Session meeting of the Society, except for the annual banquet, which is arranged by the President-Elect
- (b) The Program Chair shall notify the resident members of the Society of all meetings at least one (1) week prior to each meeting.
- (c) The Program Chair will correspond with the Washington Academy of Science, as necessary, to give notice of the Society's events.
- (d) The Program Chair or special committees appointed for special meetings may, with the approval of the Executive Committee, incur reimbursable expenses.

Section 7.10 Parliamentarian

- (a) If deemed necessary for the Society, the President may appoint a Parliamentarian (Art. VII § 7.01(b)(iii)).
- (b) The Parliamentarian may be any member or non-member of the Society, except those members concurrently holding another official capacity in the Society.
- (c) When consulted, the Parliamentarian will provide guidance with regards to the Rules of Order (Art. XI).

Section 7.11 Nomination for Elected Offices

- (a) At the annual meeting, having before it the list of candidates submitted by the Nominating Committee, the membership present may make additional nominations from the floor.
- (b) All nominations shall be accompanied by a brief statement of qualifications and/or interests.
- (c) No candidate may run concurrently for election to more than one office in the Society, unless those offices have been combined into one position by the Executive Committee or by any special rules adopted by the Society membership.
- (d) When only one candidate for an office is before the Society, election shall be *viva voce* on motion and second from the floor and under such conditions two or more offices may be treated under a single motion.
- (e) When there are multiple candidates for an office, a separate election by written ballot, prepared by the Nomination Committee, shall be held for each office, the ballots being distributed, collected, and counted by tellers appointed by the President, none of which may be currently serving in any official capacity for the Society.

Section 7.12 Terms of Office

- (a) The officers shall serve for one year in each nominal office, and until their successors are elected.
- (b) Except for the President and President-Elect, who cannot be reelected to these offices in consecutive years, there shall be no limitation as to the number of terms to which any officer may be elected.
- (c) Officers shall assume their duties at the end of the annual meeting (usually December) except for the Treasurer, the Program Chair, and the additional Co-Editor.
 - (i) The Treasurer shall assume his/her duties as soon as arrangements can reasonably be made with his/her predecessor for transfer of Society funds.
 - (ii) The Program Chair shall serve a "program year" from the first meeting after the summer Recess (usually October) through the final regular meeting before the following Recess (usually May).
 - (iii) The additional Co-Editor, shall assume his/her duties immediately upon confirmation by the membership (Art. VII, § 7.01 (a) (ii)).
- (d) Should the Society, having motioned, seconded, and voted a two-thirds majority (2/3) of the membership during a Business Meeting, desire the non-voluntary removal of a standing officer, then the Presiding Officer (Art. VII, § 7.01 (d)), excluding the accused, shall begin formal disciplinary proceedings as prescribed by the Parliamentary Authority (Art. XI).

Section 7.13 Vacancies

- (a) Any officers who wish to vacate their office early must submit a written letter of resignation, either to the President, or, in the case of the President themselves, to the Executive Committee.
- (b) The Executive Committee shall fill vacancies in any office except, President and President-Elect, through appointment. Members selected to fill such vacancies shall hold office only until their successors are elected.
- (c) If the offices of President or President-Elect become vacant, the position will be filled by a special election in accordance with regular nomination procedures (Art. VII § 7.13), with the procedure beginning at the next regular meeting.

Article VIII. Committees

Section 8.01 Standing Committees

The Standing Committees of the Society shall consist of the Publications, Finance, Nominating, Auditing, Outreach, and Awards committees. Where necessary, the incoming President shall appoint members to these committees from the regular, non-elected membership. The committees shall report to the Society at one of its meetings or to the Executive Committee as may be required.

Section 8.02 Publications Committee

- (a) The Publications Committee shall consist of the Editor/Co-Editors as Chair/Co-Chairs, and at least three additional members, appointed by the Editor/Co-Editors and approved by the incoming President. Terms for appointed members of the Publication Committee shall be at the discretion of the Editor/Co-Editors and the incoming President. The appointed members shall assist the Editor/Co-Editors as needed.
- (b) The committee shall consider and put into execution plans for promoting the sales of Society publications.
- (c) In coordination with the Finance Committee, the Publications Committee shall set Institutional Subscription rates, subject to approval by the Executive Committee.
- (d) The committee shall make recommendations to the Executive Committee regarding publication of Memoirs and any other special publication.

Section 8.03 Finance Committee

- (a) The Finance Committee, consisting of the Treasurer as Chair, the Editor/Co-Editors, the Curator, and the Program Chair, shall assist the Treasurer in matters of finances of the Society and make recommendations to the Executive Committee relative to these matters.
- (b) It shall be a particular duty of the Committee to prepare for the Executive Committee at the beginning of each year a statement of the income and expenditures of the preceding year and to prepare a budget based on the estimated receipt and disbursements of the coming year, with such recommendations as seem desirable.
- (c) No financial obligation against the Society may be contracted by any officer or member, except as specified in the annual budget, or as provided for by special action of the Executive Committee upon recommendation of the Finance Committee.

Section 8.04 Nominating Committee

- (a) The Nominating Committee shall consist of three non-elected members appointed by the President-Elect no later than October of each year.
- (b) Nominees for elected-office cannot concurrently serve on the Nomination Committee. If they are nominated and wish to accept that nomination, the Nomination Committee member must recuse themselves from the Nomination Committee and their replacement appointed, as soon as possible, by the President-Elect (per Art. VII § 7.03 (c)).
- (c) This committee is charged with preparing a list of candidates comprising of at least one nominee for each office, except the office of President, which is to be filled by the President-Elect, and the additional Co-Editor, which can be nominated by the incumbent Editor should Co-Editors not be chosen by regular election, for presentation to the membership at the regular meeting one month before the annual meeting (usually November).

- (d) Brief statements of qualifications and/or interests shall accompany all nominations, and the Nomination Committee shall publicly post these Candidate Statements.
- (e) The Committee shall secure the acquiescence of each candidate before presentation.
- (f) The Committee should prepare materials in the event a written ballot vote is required (Art. VII § 7.13 (e)), and bring these materials to the annual meeting.

Section 8.05 Auditing Committee

The Auditing Committee shall consist of three non-elected members appointed by the President-Elect no later than October of each year. It shall inspect the accounts of the Treasurer and report to the Executive Committee and the general membership.

Section 8.06 Outreach Committee

The Outreach Committee, consisting of the Membership & Communications Secretary as Chair, the Treasurer, and the Past President, shall guide the Society's outreach and fundraising activities, conducting such business as necessary to carry out this responsibility. New programs and activities must be presented to the Executive Committee for approval prior to institution.

Section 8.07 Awards Committee

The Awards Committee, consisting of the Program Chair as Chair, the Editor/Co-Editor, and the Treasurer, shall be responsible for coordinating the Society's academic award programs, conducting such business as necessary to carry out this responsibility. New programs and activities must be presented to the Executive Committee for approval prior to institution.

Section 8.08 *Ad hoc* Committees

- (a) The President or his/her substitute shall have authority to and shall appoint any standing or special committees whose services are required in the interests of the Society, and when such activities are not included in the explicit responsibilities of any active, Standing Committee (Art. VII § 7.02 (c)).
- (b) *Ad hoc* Committees will serve at the President's pleasure within the Session during which they are appointed and are considered dissolved at the end of said Session.

Article IX. Publications

Section 9.01 List of Publications

Publication of the Society shall consist of a periodical to be known as the "Proceedings of the Entomological Society of Washington," which shall contain the Proceedings of the Society and such papers as are accepted for publication in it, a series of Memoirs, and such miscellaneous handbooks or other special publications as may be deemed desirable. Each member in good standing, except Student Members who have so opted and Emeritus Members relieved of payment of subscription fees, is entitled to electronic access to the Proceedings (Art. III § 3.02 (a)) and pursuant to Art. IV § 4.01 (c) to one paper copy of each issue of the Society publications.

Section 9.02 Publication Fees

Financial support of the Proceedings shall be provided from subscription fees, from the sale of complete or partial sets of the Proceedings, from the dues from life and sustaining memberships, from editorial charges, and from such other funds as the Executive Committee shall determine.

Section 9.03 Special Publication Fund

- (a) The Society shall maintain a separate fund to be known as the Special Publication Fund. At the discretion of the Executive Committee, any unrestricted portion of the Special Publication Fund may be used for publishing Memoirs, handbooks, or other special publications.
- (b) In any one year, a sum not exceeding the previous five years' income from interest on the Fund monies may be taken from the Fund and applied toward the publication of the Proceedings, such sum to be returned to the Special Publication Fund at the discretion of the Executive Committee.

- (c) The Special Publication Fund will be derived from bequests and gifts, from the sale of Memoirs, handbooks, or other special publications, and from such other funds as the Executive Committee shall determine.

Article X. Prohibited Activities

Notwithstanding any provision of the Bylaws, which might be susceptible to a contrary construction, the following activities are prohibited:

Section 10.01 Lobbying or Political Activity

Lobbying or activities specifically designed to influence legislation are not among the objectives of the Society (see Art. II), and no official group within the Society shall engage in such activity or related propaganda. Furthermore, the Society shall not participate in, or intervene in (including the publishing or distributing of statements) political campaigns on behalf of any candidate for public office.

Section 10.02 Bias of Services

The Society shall not make any part of its services available on preferential bases.

Section 10.03 Financial Restrictions

- (a) The Society shall not be organized or operated for profit. No part of the net earnings of the Society shall or may under any circumstances inure to the benefit of any private shareholder or individual.
- (b) The Society shall not lend any part of its income or corpus, without the receipt of adequate security and a reasonable rate of interest, nor pay any compensation, in excess of a reasonable allowance for salaries or other compensation for personal services actually rendered.
- (c) The Society shall not make any purchase of securities or any other property for more than adequate consideration, sell any securities or other property for less than adequate consideration, or engage in any other transactions which result in substantial diversions of its income or corpus to any member of the Executive Committee, or substantial contributor to the Society.

Article XI. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the Society in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, or with any special rules of order adopted by the Society.

Article XII. Dissolution

If the Society should be dissolved or terminated, all its assets remaining after payment of all liabilities of the Society shall be transferred by the Executive Committee, upon recommendation of the Executive Committee and approved by the membership of the Society, to one or more nonprofit organizations that have scientific and educational purposes, preferably with the same object as the Society, and that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or under corresponding successor provisions.

Article XIII. Amendments

Amendment of these Bylaws requires a two-thirds (2/3) majority vote of the Society members at any Regular Meeting. Proposed amendments must meet the following provisions prior to vote by the membership: 1) The amendments have been considered and approved by two-thirds (2/3) majority vote of the Executive Committee prior to presentation to the Society membership; 2) That, having received Executive Committee approval, the amendments have been presented to the Society in written form at the meeting prior to vote; and 3) The total number of members voting represents a quorum as defined in Article V § 5.02 (b).

The last revision of the Bylaws was published in the Proceedings 1996—98(3): 610–614. Amendments since then were adopted at the regular meetings of: 1999—101(2): 467, 1999—101(4): 920 and 2003—105(4): 1104. This version of the Bylaws was ratified, with two amendments herein incorporated, at the Annual Meeting, December 4th, 2014.