CONSTITUTION
AND
BY-LAWS
SOUTHEASTERN BRANCH
OF THE
ENTOMOLOGICAL SOCIETY OF AMERICA

* Constitution Revised, November, 1985
Revised at the 68th Annual Meeting of the SEB/ESA, March 8, 1994
Revised at the 70th Annual Meeting of the SEB/ESA, March 5, 1996

* By-Laws Approved at the 59th Annual Meeting of the SEB/ESA, January 31, 1985
Revised at the 65th Annual Meeting of the SEB/ESA, March 12, 1991
Revised at the 66th Annual Meeting of the SEB/ESA, March 10, 1992
Revised at the 68th Annual Meeting of the SEB/ESA, March 8, 1994
Revised at the 69th Annual Meeting of the SEB/ESA, March 7, 1995
Revised at the 77th Annual Meeting of the SEB/ESA, March 11, 2003
Revised at the 80th Annual Meeting of the SEB/ESA, March 7, 2006

*By-Laws Revised at the 91st Annual Meeting of the SEB/ESA, March 14, 2017
Revised at the 92nd Annual Meeting of the SEB/ESA, March 6, 2018

ARTICLE I
Name and Objectives

Section 1. This organization shall be known as the Southeastern Branch of the Entomological Society of America, hereafter referred to as the Branch.

Section 2. The objectives of this Branch shall be as follows:

1. To promote and advance the science of entomology and the professional status of entomologists.
2. To encourage a close bond of fellowship and cooperation among members.
3. To promote and further the interests of the Entomological Society of America.
4. To hold annual meetings, other meetings and conferences when deemed necessary and appropriate.
ARTICLE II
Membership
Section 1. Classes of membership shall be the same as in the Entomological Society of America, namely: Active, Honorary, Emeritus, Student and Youth.

Section 2. Any member of the parent Society in good standing who resides within the Branch area, or who resides outside the boundaries of the Branch and elects membership in the Branch, may be a member of the Branch.

ARTICLE III
Officers
Section 1. Officers of this Branch shall be a President, a President- Elect, a Secretary- Treasurer, and a Representative to the Governing Board of the Entomological Society of America. These officers shall be elected and perform duties as outlined in the By- Laws.

Section 2. The President- Elect shall serve for one year, and shall then become President for one year. The President shall then serve the Branch during the following year as a member of the Executive Committee with the title of Past- President.

Section 3. The Secretary- Treasurer shall serve for three years, commencing with the close of the next annual Final Business Meeting following election.

Section 4. The Branch Representative to the Governing Board of the Entomological Society of America shall serve for three years.

ARTICLE IV
Executive Committee
Section 1. The Executive Committee, whose powers and duties are specified in the By- Laws, shall consist of the President, the President- Elect, the Secretary- Treasurer, the Representative to the Governing Board, the Past- President or most recent former President available, and three Members- at- Large to the Executive Committee.

Section 2. The Members- at- Large to the Executive Committee shall be elected as prescribed in the By- Laws, and each shall serve a three year term.

ARTICLE V
Sections
Section 1. The membership of the Branch may be arranged into sections comparable to those of the Entomological Society of America.

ARTICLE VI
Meetings and Voting
Section 1. Dates and locations of annual meetings shall be selected three years in advance by members present at the appropriate annual meeting. In the event circumstances prevent holding
the meeting at the selected location, or if a decision is not reached at the annual meeting as to the
time and place for the next annual meeting, the Executive Committee shall have authority to
select a location and date.

Section 2. The Executive Committee may call special meetings and conferences for any purpose
relevant to the objectives of the Branch.

Section 3. Voting and holding of office shall be limited to members only.

Section 4. Thirty-five members shall constitute a quorum at the annual Branch Preliminary and
Final Business Meetings and four members a quorum at Executive Committee Meetings for
transaction of business.

Section 5. A majority of votes cast shall prevail in all matters put to a vote unless otherwise
specified by the Branch Constitution and By-Laws.

ARTICLE VII
Standing Committees
Section 1. Standing Committees shall be: Auditing; Archives; Board Certification; Education;
Linnaean Games; Local Arrangements (including Associate's Program); Meeting Location and
Time (two Committees as defined in the By-Laws); Member Awards; Membership;
Nominating; Program; Public Relations; Resolutions; Student Affairs; and Student Awards.
Appointment to Committee membership and Committee responsibilities shall be as outlined in
the By-Laws.

Section 2. Members of all Standing Committees shall be members of the Branch, except that
non-members may serve on the Associate's Program Committee.

ARTICLE VIII
Dues and Fees
Section 1. There shall be no membership dues.

Section 2. A registration fee may be charged of all persons attending the regular sessions of the
annual meeting. The amount of the registration fee shall be established by the Executive
Committee.

ARTICLE IX
Parliamentary Authority
shall govern the Branch in all cases to which they are applicable and in which they are not
inconsistent with the Constitution and By-Laws of the Branch or any special rule of order
adopted by the Branch.

Section 2. No part of this Branch Constitution or the By-Laws of the Branch shall be construed
as contradicting the Articles of Incorporation or the Constitution and By-Laws of the
Entomological Society of America.
ARTICLE X
Amendments

Section 1. Proposals to amend this Constitution may be submitted to the President in the form of a resolution at any time during the year provided they are signed by five or more members of the Branch. The President shall promptly refer each proposal to the Executive Committee for consideration.

Section 2. Following arrival at a consensus, the Executive Committee shall forward each proposed amendment, along with its recommendation for approval or disapproval to be printed and distributed to the members of the Branch with the "Call for Papers" for the next annual meeting. The proposed amendments shall be placed on the agenda for the Final Business Meeting.

Section 3. At the Final Business Meeting, the President or his/her designee shall read the proposed amendment(s) and state the question of its/their adoption. The question to adopt shall be debatable, but no motion to amend shall be in order which is outside the scope of the proposed amendment(s) to the Constitution. If two-thirds or more of the members present and voting favor the proposed amendment(s) to the Constitution, it/they shall be submitted to the members of the Branch for approval by ballot as provided in Section 4; otherwise it/they shall not be adopted.

Section 4. Proposed amendments to the Constitution which have been approved in accordance with Section 3 by members present and voting at the Final Business Meeting shall be distributed in ballot form to the members of the Branch no later than the mailing containing the annual meeting program and the ballot for election of officers.

Section 5. Results of the ballots shall be delivered to the Secretary-Treasurer no later than seven days prior to the date of the next annual Preliminary Business Meeting, and shall be announced at the Final Business Meeting. If two-thirds or more of the ballots favor the proposed amendment(s), it/they shall be adopted; otherwise it/they shall not be adopted.

BY-LAWS
ARTICLE I
Membership

Section 1. All members shall have equal privileges, including presentation of papers and discussion at meetings.

Section 2. Membership in this Branch shall be composed of the members of the Entomological Society of America who reside or work in the states of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and in Puerto Rico, the Virgin Islands, and other United States territories in the Caribbean Area. Additionally, any member of the parent Society in good standing who resides within the Branch area, or resides outside the boundaries of the Branch area and elects membership in the Branch, may be a member of the Branch.

ARTICLE II
Officers and Executive Committee Duties and Election

Section 1. The Executive Committee shall consist of the officers of the Branch (President, President Elect, Secretary- Treasurer, and Representative to the Governing Board); the Past-President (or the most recently available former President); and three Members-at-Large to the Executive Committee.

Section 2. The President shall preside at meetings of the Branch, Executive Committee, and other functions germane to the position (i.e., luncheons, banquets, etc.) and shall exercise such powers as are necessary for the direction of the Branch. In case of vacancy in the residency, the President-Elect shall assume the office of President.

Section 3. The President-Elect shall preside at sessions or may be assigned other tasks as designated by the President and shall assume the duties of the President in the latter's absence. In case of vacancy in this office the Member-at-Large to the Executive Committee with the longest tenure of service on the Executive Committee shall assume the office of President-Elect, until a President-Elect is elected.

Section 4. The Secretary-Treasurer shall serve as business officer for the Branch, keeping the accounts and records of the Branch. He/she will be responsible for the distribution to the Branch membership of the "Call for Papers", pre-registration information, programs, ballots, and any other materials necessary to the business of the Branch; be in charge of pre-registration and on-site registration for the annual meeting; and report annually to the membership of the Branch the fiscal status of the Branch, having all accounts audited at the annual meeting by a Committee appointed by the President. He/she shall prepare an annual Branch budget for consideration first by the Executive Committee and finally by the membership at the Final Business Meeting. He/she shall furnish a suitable fidelity bond, the premium for which will be paid by the Branch; and may receive remuneration for personal expenses incurred in pre meeting site visits and while attending Branch meetings, subject to approval of the President. Eligibility of the incumbent for re-election shall be limited to a second term. The election of the Secretary-Treasurer shall take place one year in advance of the date he/she takes office. The successful candidate shall be designated Secretary-Treasurer-Elect during the year following election.

Section 5. The Branch Representative to the Governing Board of the Entomological Society of America shall serve as a liaison officer between the Branch and the Entomological Society of America in the conduct of the business of the Entomological Society of America, and shall report annually to the membership of the Branch on activities of the Governing Board. In the event he/she is unable to attend meetings of the Governing Board, the President shall attend in his/her place or designate an alternate. An individual may not be elected as a Representative to the Governing Board for more than two consecutive three-year terms.

Section 6. Three Members-at-Large to the Executive Committee shall serve as liaisons between the Branch Membership and the Branch Executive Committee. Incumbents shall be ineligible for re-election but may be appointed to fill a vacancy in an unexpired term following his/her term of office.

Section 7. The Officers and the Members-at-Large to the Executive Committee shall be elected by ballot which shall be made available no later than 60 days prior to the annual meeting, except
for the ballot to elect the Representative to the Governing Board. The results of ballots cast by
the membership shall be delivered to the Secretary-Treasurer seven days prior to the date of the
Preliminary Business Meeting during the annual Branch meeting. Election results are to be
reported to the membership at the final business meeting. If two or more nominations are made
for an office, the person receiving a plurality of ballots cast for the office shall be declared
elected. If there is a tie for the most votes, members of the Executive Committee shall resolve the
tie in a second vote. All newly-elected individuals, except the Representative to the
Governing Board, the Branch Representative to the Certification Board and the
Secretary-Treasurer, shall take office at the close of the meeting following election. The
Secretary-Treasurer shall take office at the close of the annual Branch meeting one year
following his/her election. The Representative to the Governing Board and Branch
Representative to the Certification Board shall be elected by ballot at the time of the election for
President-Elect Entomological Society of America and shall take office at the close of the
subsequent annual meeting of the Entomological Society of America.

Section 8. The terms of office of the Representative to the Governing Board and of the Secretary
Treasurer shall be so arranged that they do not terminate in the same year. The three-year terms
of service of the Members-at-Large to the Executive Committee shall be so arranged that one
position terminates each year.

Section 9. No member may occupy more than one office at any time except in the case of
temporary appointment by the President with approval of the Executive Committee

Section 10. A vacancy in the offices of Secretary-Treasurer or Representative to the Governing
Board, or of Members-at-Large to the Executive Committee, occurring in the interval between
meetings, may be filled until the next annual election by temporary appointment by the President
with approval of the Executive Committee.

ARTICLE III

Committees

Section 1. The President shall appoint Branch committees, as may be needed, in accordance with
procedures adopted by the Executive Committee and the membership. Standing Committees are
those as outlined in the constitution. With the exception of the Committee on Board
Certification, the President shall designate the chair of each Committee in accordance and
compatible with Entomological Society of America Constitutional guidelines on tenure. In the
case of Committees with rotational membership, the President shall appoint, in keeping with procedures
adopted, members to replace those completing their term of membership on or resigning from
that Committee membership. Special Committees may be established at any time by the
Executive Committee or by the President. Unless specified otherwise in the By-Laws or at the
time of appointment, the term of membership on Standing or Special Committees shall be one
year.

Section 2. The Nominating Committee shall consist of six members with two each representing
federal; state (including Universities and Colleges); and industry-employed members and shall
be appointed by the President with approval of the Executive Committee. The Committee shall present to the Branch at the time of the preliminary business meeting the slate of nominees which were included on the ballot, consisting of two members for each office. The membership shall be invited to make nomination suggestions to the Nominating Committee for any of the offices and for Members-at-Large to the Executive Committee for placement on the ballot the following year. In the case of nomination suggestions, consent by the nominee will be required prior to inclusion of his/her name on the ballot. The Nominating Committee shall also count any ballots for Constitutional Amendments.

Section 3. The Auditing Committee shall consist of three members appointed by the President. This committee shall audit the financial records of the Secretary-Treasurer at the time of the annual meeting. The Chair shall submit a written report for acceptance by Branch membership at the final business meeting.

Section 4. The Resolutions Committee shall consist of three members appointed by the President. This committee shall solicit suggestions for resolutions from the membership. Those approved by the Committee shall be posted at least twenty four hours prior to the final business meeting at which time they will be presented by the Chair of the Committee for adoption by the Branch membership.

Section 5. The Membership Committee shall consist of one member from each state and one member from outside the continental limits of the U.S., each appointed by the President. Appointments, including the Chair, shall be for a three-year term. Terms shall be arranged such that no more than four members are appointed in any one year. The Chair shall serve as a member of the Entomological Society of America Committee on Membership. The Branch Committee shall actively solicit new members for the Branch, and new members and sustaining associates for the Entomological Society of America. The Chair shall submit a written report at the final business meeting indicating the number of new members and shall review current Branch membership by State.

Section 6. The Public Relations Committee shall consist of three members appointed by the President. This Committee shall encourage a wider distribution of entomological information to the public through newspaper, radio, television, and other media. They shall be responsible for fully publicizing the annual meeting. The Chair shall submit a written report at the final business meeting outlining accomplishments for the current year.

Section 7. The Program Committee shall consist of six members appointed by the President. This committee shall poll the membership for program suggestions and shall deliver the completed program to the Secretary-Treasurer or to the printer designated by the Secretary-Treasurer in sufficient time so that members receive the program not less than five weeks prior to the annual meeting. The Program Committee should, to the extent practical, develop a program which represents the broad range of entomological endeavor throughout the Branch and shall solicit presentations to that end. The Committee may also encourage presentations by a few selected speakers from areas outside the Branch. The chair shall submit a written report at the final business meeting summarizing programming for the past year and shall serve as an Ex-Officio member of the subsequent Program Committee.
Section 8. The Local Arrangements Committee for the meeting to be held in the next calendar year shall be composed of a minimum of six members and shall be designated from the Meeting Location and Time Committee that has been making arrangements for that meeting the previous two years. This Committee shall make all arrangements for the annual meeting the following year, including hotel and meeting room reservations, assist with on-site registration, be responsible for movie and slide projection or other audio-visual equipment and supervise a banquet, luncheon and/or Associate's Program if such activities are desired by the membership. The Chair shall, with the approval of the President, select the remaining members of this committee. The Chair shall also appoint, with the President's approval, the Associate's Program Committee, designating its Chair. The Chair shall submit a written report at the final business meeting summarizing Committee activity.

Section 9. The two Meeting Location and Time Committees shall each consist of at least three members. The Chair of each Committee shall be appointed by the President after the final business meeting when a city in which to hold the annual meeting three years hence has been selected. The Chair of the latest Committee established shall select, with the approval of the President, at least two other members from the area of the meeting site to serve on the Committee. The Secretary-Treasurer shall serve as an Ex-Officio member of each Committee. A year designation shall be added to the Committee name to designate the annual meeting for which it is responsible. The duties of the committee for the first year shall be to investigate possible meeting facilities in the city chosen for the annual meeting three years hence and to report its recommendations to the Executive Committee for action. The second year, this Committee shall negotiate a contract for the meeting facilities, choose meeting dates and report its arrangements to the Executive Committee for action. The Meeting Location and Time Committee shall function for two consecutive years after which it shall become the Local Arrangements Committee for the meeting for which it has been planning.

Section 10. The Member Awards Committee and the Student Awards Committee shall each be composed of six members appointed by the President. These Committees shall, when requested, establish selection guidelines and solicit nominees for awards to be granted by the Branch and/or the Entomological Society of America. Recipients for Branch awards will be selected by this Committee. Nominees for national awards shall be forwarded to the appropriate national awards Committee by the Branch Committee Chair. The members of each Committee shall serve a three-year appointment on a rotational basis. The Chair shall submit a written report at the final business meeting summarizing Committee activity.

Section 11. The Student Affairs Committee shall consist of one student member from each state and one member from territories outside the U.S., each appointed by the President. Each member shall serve a two-year term on a rotational basis. The student appointed to the Entomological Society of America Committee on Student Affairs shall be an Ex-Officio member of the Branch Committee. The Student Affairs Committee shall promote the well-being of students in the Branch and shall organize program sessions as may be necessary to facilitate student involvement in Branch Activities and education. The Chair shall coordinate Committee activities with the Chairs of the Program and Local Arrangements Committees. The member from the state which is to host the subsequent annual meeting shall serve as Chair of the Committee for the
subsequent year. The Chair shall submit a written report at the final business meeting summarizing Committee activity.

Section 12. The Archives Committee shall consist of one member, the Historian, appointed by the President. He/she shall serve a five-year term and shall represent the Branch on the Entomological Society of America Committee on Archives. He/she shall encourage collection and preservation of historical documents and memorabilia of entomology, stimulate an appreciation for the history of entomology and encourage scholarly studies contributing to an understanding of the historical role of entomology in American Society.

Section 13. The Board Certification Committee shall consist of four Board-Certified members and, with the exception of the Chair, shall be appointed by the President. The Chair shall be elected to a three-year term by ballot by the membership of the Branch at the time of the national election of officers, and will serve as the Branch Representative to the National Certification Board. Members, other than the Chair, shall serve a three-year term on a rotational basis. This Committee shall be charged with promoting the objectives of the Board Certification function of the Entomological Society of America within the Branch. The Chair shall report to the Branch on activities of the National Certification Board and shall submit a written report at the Final Business Meeting summarizing Branch Committee activity.

Section 14. The Education Committee shall consist of four members appointed by the President. Each member shall serve a three-year term on a rotational basis established by the initial appointments to this committee. Replacements due to vacancies will be appointed by the President to complete an unexpiring term. The duties of this committee shall be to promote the science of entomology through education, particularly in conjunction with the annual Branch meeting. Activities may include, but are not restricted to, development of an Insect-Expo or Festival, workshops for educators to increase integration of entomology units in the classroom, etc. These activities require prior approval of the Executive Committee and must be developed in close coordination with Local Arrangements and Program committees.

Section 15. The Linnaean Games Committee shall consist of three members of the Southeastern Branch of the Entomological Society of America. The Linnaean Games Committee is responsible for putting together the sets of questions for the SEB Linnaean Games. The Linnaean Games Committee will vet the questions submitted participating universities for accuracy and clarity and will make needed changes to these questions. The needed number of question sets will be developed by the Committee using the vetted submitted questions as well as a bank of questions that have been used in the past. The Committee reserves the right to add their own questions. The Linnaean Games Committee will work closely with the Student Affairs Committee to improve the SEB Linnaean Games experience for both the contestants and the audience.

ARTICLE IV

Amendments to By-Laws
Section 1. Proposals to amend these By-Laws may be submitted to the President at any time during the year provided they are signed by five or more members of the Branch. The President shall promptly refer each such proposal to the Executive Committee for consideration.

Section 2. Following arrival at a consensus, the Executive Committee shall make available each proposed amendment, along with its recommendation for approval or disapproval, to the members of the Branch in ballot form at least 30 days prior to the next annual meeting. The proposed amendment(s) shall be placed on the agenda for the Final Business Meeting at that meeting.

Section 3. At the Final Business Meeting, the President or his/her designee shall read the proposed amendment(s) and state the question of its/their adoption. The question to adopt shall be debatable, but no motion to amend shall be in order which is outside the scope of the proposed amendment(s) to the By-Laws. If two-thirds or more of the members present and voting at the Final Business Meeting favor the proposed amendment(s) to the By-Laws, it/they shall be adopted; otherwise it/they shall not be adopted.