

**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

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Revised at the 92nd Annual Meeting of the SEB/ESA, March 6, 2018

*By-Laws Revised during the Final Business Meeting of SEB/ESA, March 31, 2021

Revised via electronic vote and adopted July 1, 2021

**CONSTITUTION OF THE SOUTHEASTERN BRANCH
OF THE
ENTOMOLOGICAL SOCIETY OF AMERICA**

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.

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 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 is arranged within the sections of ESA.

ARTICLE VI
Meetings and Voting

Section 1. It is recommended that dates and locations of annual meetings shall be selected three years in advance by members present at the appropriate annual meeting and by the Meeting Time and Location Committee.

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. Annual Branch Preliminary and Final Business Meetings shall occur. Thirty-five members shall constitute a quorum at the Final Meeting 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: Archives; Board Certification; Education; Entomology Games; Local Arrangements (including Associate's Program); Meeting Location and Time (two Committees as defined in the By-Laws); Member Awards; 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.

ARTICLE VIII

Dues and Fees

Section 1. 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

Section 1. The rules set forth in the current edition of Robert's Rules of Order Newly Revised 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. This Constitution may be amended by a two-thirds vote of the responding members, provided that notice of the proposed changes shall have been sent to each active member at least one month before the date of the vote.

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 the communications and business officer for the Branch. SEB finances will be maintained by ESA HQ staff; however, the SEB Secretary-Treasurer will routinely communicate with ESA HQ staff and report financial business information back to the Executive committee and Branch. The SEB Secretary-Treasurer will be responsible for reporting annually at the Final Business Meeting. The audit of the Branch accounts will occur through ESA at the national level. The Secretary-Treasurer prepares an annual Branch budget for consideration. He/she may receive reimbursement for personal expenses accrued during meeting site visits. The term limit is 3 years with an option for a second term re-election only.

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 at least 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 no later than 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 shall take office at the close of the meeting following election. The Representative to the Governing Board shall be elected by ballot at the time of the election for Vice President-Elect of the 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 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.

Section 3. 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 4. 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 5. The Program Committee shall consist of up to 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 endeavors 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 6. 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 President-Elect will also be involved in Local Arrangements discussions, specifically for the meeting when the President-Elect will serve as President. 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 7. 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 8. 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 9. 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 10. 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 11. The Board Certification Committee shall consist of four Board-Certified members and, with the exception of the Chair, shall be appointed by the President. 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 12. 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 unexpired 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.

Section 13. The Entomology Games Committee shall consist of three members of the Southeastern Branch of the Entomological Society of America. The Entomology Games Committee is responsible for putting together the sets of questions for the SEB Entomology Games. The Entomology 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 Entomology Games Committee will work closely with the Student Affairs Committee to improve the SEB Entomology Games experience for both the contestants and the audience.

ARTICLE IV

Amendments to By-Laws

Section 1. This Constitution may be amended by a two-thirds vote of the members voting, provided that notice of the proposed changes shall have been sent to each active member at least one month before the date of the vote.