

[Current as of 2 March 2017]

**CONSTITUTION**  
**SOUTHEASTERN AMERICAN SOCIETY for**  
**EIGHTEENTH-CENTURY STUDIES**

Article I. Name

The name of this branch of the American Society for Eighteenth-Century Studies shall be the Southeastern American Society for Eighteenth-Century Studies, abbreviated SEASECS.

Article II. Purpose

*Section 1.* The purpose of this Society shall be the encouragement and advancement of studies and research in the history of eighteenth-century culture in the broadest sense. The Society shall be a general not-for-profit corporation, as defined under Section 501(c)(3) of the Internal Revenue Code of the United States of America, as set forth by requirements under Section 508(b) of the Internal Revenue Code, or amendments thereto.

*Section 2.* The Society shall carry out its stated purpose by promoting the interchange of information and ideas among members of the various scholarly disciplines engaged in eighteenth-century studies through annual interdisciplinary meetings, publication of a scholarly journal and newsletter, the award of publication and other prizes, and any other means it deems appropriate.

Article III. Membership

Membership in the Society shall be open to any person or institution interested in the purposes of the Society. Regular members shall consist of those who have paid full current dues to the Treasurer of the Society, and only such members shall have the right to vote.

Article IV. Affiliation

The Society shall maintain affiliation with the American Society for Eighteenth-Century Studies in accordance with the constitution of the parent society.

Article V. Organization

*Section 1. Officers.* The Society shall have four elected officers -- President, Vice-President, Secretary, and Treasurer -- and such other appointive officers as shall be determined by the Society's Executive Board, described in Section 2, below. The duties and responsibilities of

the elected officers shall be as follows.

a. The President shall preside at the annual business meeting and at meetings of the Executive Board. The President shall appoint the chairpersons and members of the principal committees of the Society, with the approval of the Executive Board. The President may, in consultation with the Treasurer, authorize the expenditure of funds up to but not exceeding \$250 in support of the purposes of the Society during intervals between the regular meetings of the Executive Board, but all such emergency expenditures must be reported to the Board at the next regular meeting.

The President shall be responsible for the program of the annual meeting, but may delegate specific responsibilities to a Program and a Local Arrangements Committee. The President shall perform such additional functions as normally inhere in this office or as are assigned by the Executive Board.

b. The Vice-President shall perform the duties of the President when the President is unable, by absence, to perform them. The Vice-President shall assist the President in the organization of the annual meeting and shall be an *ex officio* member of the Program Committee, shall chair the Society's annual Membership Committee, and perform such other duties as are assigned by the Executive Board.

c. The Secretary shall be responsible for editing and publishing the Society's newsletter, take and publish in the newsletter minutes of the annual Executive Board meeting and the annual Business Meeting, have printed the SEASECS letterhead after each annual meeting, and carry on correspondence concerning the Society's affairs.

d. The Treasurer shall keep the list of dues paying members, serve as custodian of the Society's funds, and prepare an annual financial statement and budget for submission to the Executive Board and the Business Meeting. Normally no funds shall be expended without prior approval of the Executive Board, and only following the adoption of the budget at the annual meeting, except for the emergency expenditures the President is authorized to approve as described in Section 1.a above.

## *Section 2. Executive Board.*

a. Composition. The Executive Board shall consist of the elected officers of the Society, its immediate past President, the Archivist/Historian, the Digital Media Manager, the Editor of the Journal, six additional members elected by the Society's membership, and a non-voting graduate student member.

b. Disciplines. Not counting the graduate student member, no more than five members of the Executive Board shall be specialists in the same scholarly discipline. The President and Vice-President shall represent two different disciplines. For the purposes of this section, "discipline" shall be defined as:

- (1) English and American language and literature
- (2) Other modern languages and literatures
- (3) Music and the visual arts
- (4) History, economics, political science, and related fields
- (5) Religion, philosophy, and the history of ideas
- (6) Classics, comparative literature, linguistics, speech, and drama
- (7) Science, medicine, and technology
- (8) Other disciplines

Not counting the graduate student member, at no time shall there be fewer than one member of the Executive Board from outside the disciplines (1), (2), (3), and (4).

c. Duties of The Archivist/Historian: The Archivist/Historian shall keep the permanent records of the Society. This shall include, but not be limited to, two copies of all society publications (including *New Perspectives on the Eighteenth Century*, and *SEASECS Gazette*); a copy of agenda, minutes, budgets, and all reports made for and a part of all Executive Board meetings and annual business meetings of the Society; a copy of agenda and minutes of any committee meeting of the Society which convenes formally and establishes a formal agenda and keeps minutes; a copy of the membership list for each year; a roster of officers and members of the Executive Board for each year; a copy of any resolutions passed or proposed; documentation of awards given or special recognitions as may occur on behalf of the Society; a copy of each annual meeting Call for Papers and annual meeting program; a copy of major presidential correspondence made on behalf of the society; a copy of the end of the year bank reports/summaries and any tax report or tax form filed or corporation document executed on behalf of the Society.

d. Duties of The Digital Media Manager: The Digital Media Manager shall manage the Society's website by keeping information regarding committees and prizes current, working with conference hosts on conference pages, posting the Gazette, and maintaining a digital archive of material submitted to the website such as conference programs, versions of the constitution, and issues of the Gazette. The Digital Media Manager shall manage social media accounts such as Facebook and Twitter in order to both alert members and other interested parties of deadlines related to prizes and conferences and also interact with relevant organizations and societies. The Digital Media Manager shall prepare a digital conference program from the printed conference program. Duties will also include advising working with the President and Treasurer to establish and maintain an online registration system for membership and conference attendance, working with the Journal Editor to expand online material related to NPEC, working with a committee appointed by the Executive Board to explore aspects of the Society's online presence such as redesign of the Society's website.

e. Duties of The Journal Editor: The Editor of the Society's scholarly journal shall

be responsible for the content, quality, and production of the journal. The Editor shall solicit and receive manuscripts, arrange for their review by scholars in appropriate fields, and oversee the publication of those essays selected, insuring the highest standard of scholarship and publication excellence. In consultation with the Executive Board, the Editor may appoint assistant editors for book reviews, and such other sections of the Journal as the Editor may develop. The Editor is responsible for establishing a budget sufficient to produce the journal's annual issue, may receive funds for this purpose from sources normally available to scholarly journals (including advertisements; library, institutional, and individual subscriptions; and societal support), and must insure the approved annual budget is not exceeded. A general uniformity of page size, cover, type, and graphics shall be maintained from issue to issue, unless changes are approved in advance of publication/printing commitments by the Executive Board.

f. Duties of The Executive Board: The Executive Board shall determine the policies of the Society, approve the disbursal of the Society's funds, and generally administer the affairs of the Society in a manner consonant with its purpose. The Executive Board shall set the annual dues, adopt a budget based up the financial report provided annually by the Treasurer, and select the site of the annual meeting, subject to the approval of the membership at the Business Meeting. The Executive Board shall act on behalf of the Society between annual Business Meetings, and shall render a full report of its activities at the annual meeting.

g. Meetings: The Executive Board shall meet at least once each year, prior to the annual meeting of the Society, and at such other times as may be necessary. Additional meetings may be convened at the call of the President or upon request from one-third of the members of the Board. A quorum at Executive Board meetings shall consist of a majority of the elected officers and members. In cases of emergency, the President, with the concurrence of the other elected officers, is empowered to act on behalf of the Board, except as otherwise provided in Section 1.a above, and all such actions are subject to review by the entire Board at a subsequent meeting.

*Section 3. Nomination and Election of Officers and Executive Board.* Candidates for all elected officer positions shall be nominated by a Nominating Committee, which shall be appointed annually in advance of the Business Meeting by the President. The Committee shall consist of three persons, including one member of the Executive Board who is not eligible for election. The Nominating Committee shall present its report to the membership at the annual Business Meeting. Nominations may also be made from the floor. Election shall be by a majority of members of the Society present and eligible to vote. The Graduate Student Representative shall be appointed by the President in consultation with the Executive Board.

*Section 4. Tenure.* The terms of office of the President and Vice-President shall be two years, of the Secretary and Treasurer four years, and of the other members of the Executive Board three years, commencing upon the conclusion of the meeting at which they are elected. It is expected that those individuals appointed as Editor of the Journal, Archivist/Historian, and Digital Media Manager will serve in these roles a minimum of four years. Except for the Secretary, the Treasurer, the Archivist/Historian, the Digital Media Manager, and the Editor of the Journal, the elected officers and other members of the Board shall not be eligible for reelection to the same office until at least three years have elapsed since their last incumbency. The terms of office of the six other members of the Board shall be staggered so that at least two are replaced each year. In case of the resignation or termination for any other reason of the term of office of any of the officers or members of the Executive Board, the Board shall select a replacement to complete the unexpired term created thereby. The President, in consultation with the Vice-President and the Secretary and Treasurer, is empowered to fill any such vacancy, if necessary, prior to the next regular meeting of the Executive Board. The Executive Board is empowered to grant leaves of absence to elected officers or Board members of up to one year, filling the vacancies, if considered necessary, by temporary replacements.

#### Article VI. Committees and Appointive Officers

*Section 1. Standing Committees.* The following standing committees shall be created by appointment of the President, with the approval of the Executive Committee: (a) Membership Committee, (b) Percy Adams Article Prize Committee, (c) Graduate Prize Committee. The size and composition of these committees shall be at the discretion of the Executive Board, but no member shall serve on the same committee more than three years consecutively. The function of the Membership Committee shall be the promotion of membership in the Society; of the Percy Adams Article Prize Committee the selection of the winner or winners of the Society's annual article prize competition; and of the Graduate Prize Committee, the selection of the winners of the Society's various awards to graduate students.

*Section 2. Other Committees.* The President, with the concurrence of the Executive Board, shall appoint such other committees as are deemed necessary to fulfill the purpose of the Society.

*Section 3. Appointive Officers.* The Executive Board may appoint such additional officers as are deemed necessary to meet the needs of the Society. The terms of office of such appointive officers shall be determined by the Executive Board, and they shall serve as non-voting members of the Board.

#### Article VII. Meetings

*Section 1. Annual Meeting.* The annual meeting of the Society, with a program of scholarly papers, addresses, panels, or symposia, shall be organized by the President, with the assistance of

the Vice President and the Program and Local Arrangements Committees. The annual meeting shall take place at a time and location selected by the Executive Board, subject to approval of the membership at the annual Business Meeting. In an emergency, the Executive Board is empowered to change the time and place of the annual meeting.

*Section 2. Business Meeting.* The Business Meeting of the Society shall be held in conjunction with the annual meeting for the purpose of electing officers and members of the Executive Board, approving the annual budget, and conducting the other business of the Society. A quorum for the meeting shall consist of 15 members of the regularly enrolled membership. The President shall preside at the Business Meeting and, at his or her direction, may appoint a Parliamentarian to assist in conducting the meeting in accordance with the conventional rules of parliamentary procedure as set forth in Robert's *Rules of Order*, as revised.

#### Article VIII. Funds

*Section 1.* All funds raised or received by the Society shall be expended only upon authorization of the Executive Board, except as provided in Article V, Section 1.a above, and within the limitations imposed by the Internal Revenue Code.

*Section 2.* In case of the dissolution of the Society, all of its remaining assets and funds shall be distributed to one or more non-profit organizations having exclusively educational, scientific, or scholarly purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The organizations shall be selected by the Executive Board.

#### Article IX. Amendments

*Section 1.* Amendments to this constitution may be proposed by (1) the Executive Board or (2) a petition to the Executive Board from at least one-third of the currently enrolled membership. In either case, the proposed amendment shall be circulated in writing to the membership of the Society at least four weeks prior to the Business Meeting at which it is to be considered. Approval shall require a two-thirds vote of those eligible to vote and present at the Business Meeting.

*Section 2.* Amendments or a new constitution shall become effective at the conclusion of the meeting at which either is adopted.