

# THE ENTOMOLOGICAL SOCIETY OF QUEENSLAND BY-LAWS (adopted 4<sup>th</sup> Feb. 2020)

## 1. Duties of Officers (excluding Business Manager) and Council Appointees

Duties of each of the Officers listed below are additional to those defined in the Constitution.

### a. President

- i. Chair General, Annual General and Special Meetings and Meetings of the Council.
- ii. Oversee smooth running of the Council through communication with Council members and coordination of actions.
- iii. Provide the common voice in liaison with the wider community.
- iv. Invite speakers for General Meetings and ensure that these are listed in the *News Bulletin*.
- v. Ensure audiovisual equipment is available for General meetings.
- vi. Introduce Speakers and arrange a vote of thanks.
- vii. Ensure the *News Bulletin* Editor receives texts from speakers of good quality and in a timely manner.
- viii. Liaise with the Secretary to ensure that meeting venues are available, alcohol consumption permits have been obtained (when applicable) and agendas are prepared for meetings.
- ix. Prepare an introductory text (including a portrait picture) to go in the March issue of the *News Bulletin*.
- x. Prepare a festive season greetings message for the December issue of the *News Bulletin*.
- xi. Prepare an annual report for the February edition of the *News Bulletin*.
- xii. Give the outgoing President's address at the Annual General Meeting.
- xiii. Organise Student Award: advertise, collect entries, and send letters to entrants.

### b. Vice-President

- i. Provide assistance and back-up for all duties of the President.
- ii. Provide assistance to other Councillors when required.
- iii. Prepare a list of potential speakers for the following year.

**c. Past President**

- i. Provide a guide to procedures and information to the Council.
- ii. Stand in for the President or Vice-President when required.
- iii. Assist with transfer of duties of President from previous year to current President.

**d. Secretary**

*i. Preparation of Meetings*

1. Obtain permission to consume alcohol (when necessary) and book rooms for meetings.
2. Organise time, venue and agendas for Council Meetings and email agendas to Council Members prior to Council Meetings.
3. Organise time and venue for General Meetings, collect agenda items and deliver agenda to President prior to the Meeting.
4. Record minutes for all meetings.
5. Present a formal copy of minutes of previous Council Meeting at each Council Meeting.
6. Print out an attendance record sheet, and distribute at General Meetings; record to be used for general minutes.

*ii. New Membership Applications*

1. Acknowledge receipt of an application form from a potential new member, and send a copy of a recent *News Bulletin*.
2. Enter the new applicant's name into the *Nominations* part of the agenda for next Council Meeting.
3. At the next Council Meeting, ensure that the Chairperson calls for the Council Members present to vote on acceptance.
4. In the next General Meeting, ensure that the Chairperson presents new members voted in Council.
5. Once voted into membership: ensure that the new member's name appears in the following *News Bulletin* (by incorporating them into the minutes of the General Meetings); direct the new member to the ESQ website where copies of the Constitution and By-Laws can be downloaded; send the new member a welcome letter, a copy of the *Australian Entomologist* and a subscription form for that journal.

*iii. Correspondence Inwards*

1. Ensure that all correspondence is received, distributed and appropriately acknowledged.
2. Table relevant correspondence at meetings.

3. Receive journals and organise exchanges with societies approved by Council.
4. Receive change of address information and returned *News Bulletins*. Keep the Treasurer up-to-date with member detail changes.

*iv. Correspondence Outwards*

1. Ensure that all correspondence is prepared and sent promptly.

*v. Annual Report: Prepare a report containing:*

1. How many meetings each Council member attended.
2. Title and speaker's name of each talk at General Meetings.
3. Attendance records for each General Meeting.
4. Name of Student Prize Winner. Do not include names of unsuccessful applicants.
5. Name of Small Research Grant Winner. Do not include names of unsuccessful applicants.

**e. Treasurer**

*i. General duties*

1. Update signature authority with bank.
2. Receive and bank all subscriptions and other payments.
3. Issue payments for expenses.
4. Maintain and update a membership database, including addresses and payment status, and make it available to Council members as needed.
5. Supply the list of current members to the *News Bulletin* Editor for the mailing out.
6. Balance income and expenditure for the financial year and ensure audit is completed.
7. Provide written or verbal reports on financial status of Society at each Council Meeting.
8. Provide a written report on the financial status of the Society for the February issue of the *News Bulletin*.

*ii. Subscription renewals*

1. A Membership renewal subscription notice is to be placed in the *News Bulletin* by the end of the calendar year (i.e., no later than December) for subsequent year's subscriptions.
2. Personalised subscription notices are to be sent to unfinancial members by email or mail in March of the

given year, diplomatically prompting for immediate payment of their subscription;

3. Referring to 'Section 12. Termination of Membership' of the ESQ Constitution, determine which unfinancial members are to have their membership terminated and advise Council the August Council Meeting of that year.

**f. News Bulletin Editor**

- i. Obtain from Secretary, President and news contributors a transcript of talks at meetings, minutes of meetings, title of next talk and details of speaker, reminder notices, and general articles for inclusion in the *News Bulletin*.
- ii. As needed, place a reminder notice for subscriptions in the *News Bulletin*.
- iii. Ensure that *News Bulletin* is printed in multiples of four pages.
- iv. Arrange for proofreading of the *News Bulletin*.
- v. Send *News Bulletin* to printers at least 2 weeks before next meeting.
- vi. *News Bulletin* and email pdf version at least 1 week before next meeting.
- vii. Council may appoint one or more Assistant Editors to assist the Editor in the preparation and delivery of the *News Bulletin*.

**g. All Councillors**

- i. Attend Council meetings.
- ii. Promote the society and the talks at meetings.
- iii. Endeavour to find new members and speakers.
- iv. Undertake tasks at the request of Council.

**h. Permit Officer (Council appointee)**

- i. *Issue of permits to collect for scientific purposes*
  1. Receive requests for permits to collect for scientific purposes.
  2. Check eligibility of applicants.
  3. Send endorsed copy of permits to successful applicants.
  4. Keep record of successful applicants, their contact details and type of permit held.
  5. Liaise with President and Qld DES/QPWS on interpretation of rules.
  6. Apply for new permits when current ones are close to expiry.
  7. Receive annual reports (returns) of collecting activities from all permit holders, send reminders about reports to

members, collate the results of these returns, and report back to QPWS.

8. Keep members up-to-date with permits and any changes through the *News Bulletin*.

*ii. Database of specimens collected under the permits*

1. Keep a database of specimens collected by members under the permits.
2. Send reminders about reports to members.
3. Collate permit returns from members and assemble into a return for QPWS.
4. Keep members up-to-date with permits and any changes through the *News Bulletin*.
5. Assist with problems members have with permits and liaise with QPWS.

**i. Web Manager (Council appointee)**

1. Update ESQ website at least once a month.
2. Add new entries for ESQ web archives (Historical Archive and *News Bulletin*).
3. Update all downloadable forms and contact details once a year.
4. Communicate with web-hosting server and domain name service and forward requests of payment to the Treasurer.
5. Liaise with Council about content to be uploaded in the ESQ website.

**j. ESQ representative for the AES *Myrmecia* bulletin (Council appointee)**

- i. Compile a summary of all ESQ activities (news, research projects, notices, talks, BugCatches and special events) to be provided as requested to the Australian Entomological Society for the AES News Bulletin, *Myrmecia*.

**k. News Bulletin Assistant Editor (Council appointee)**

- i. Help the *News Bulletin* Editor compile stories and entomology-related news for the *News Bulletin*.
- ii. Edit and proofread the *News Bulletin* and ensure the annotated copy is returned to the *News Bulletin* Editor before the *News Bulletin* is sent to the printers.
- iii. Assist with the *News Bulletin* mail-out. This might include:
  1. Collect the printed copies of the *News Bulletin*;
  2. Request from the Treasurer an updated and revised membership list (if not already received or accessed);

3. Prepare envelopes with the appropriate address labels and sort them by state/country;
4. Prepare mailing statement for the post office;
5. Organise with the *News Bulletin* Editor and other Council members a date and time to prepare the envelopes for mail-out; process the *News Bulletins* at the post office;
6. Send the details of the *News Bulletin* mail-out to the *News Bulletin* Editor so they can be incorporated into the *News Bulletin* report.

## **2. Management of the *Australian Entomologist***

### **a. *Publication Committee***

Council may appoint an Editor and one or more Assistant Editors to work with the Editor, Business Manager and President (*ex officio*) as the Publication Committee to produce *The Australian Entomologist*. All are to be members of ESQ. Guidelines for duties of the members follow.

#### **i. *Editor (Appointed by Council)***

1. Receive manuscripts from authors, enter in Manuscript Register, allocate a Manuscript Number to each one and advise author of receipt.
2. Maintain Manuscript Register as an Excel file which records key dates of receipt and the progress of refereeing, acceptance or rejection.
3. Allocate manuscripts for processing to appropriate Assistant Editor, or to himself if appropriate.
4. Receive revised manuscripts back from Assistant Editor after refereeing.
5. After consultation with Assistant Editor, advise author of final acceptance or rejection.
6. Prepare layout of manuscript to proof stage.
7. Supply proof of individual papers to authors and receive corrections.
8. Composes whole issue and supply print-ready files of body text and covers to Business Manager.
9. Check printer's proof of whole issue.
10. Prepare pdf of whole issue for subscribers and of individual papers for authors and send to Business Manager.

#### **ii. *Assistant Editors (Appointed by Council)***

1. Receive allocated manuscripts from Editor.

2. Send manuscripts and referee forms to two appropriate referees. One referee may be a member of the Publication Committee if appropriate.
3. Receive referee reports.
4. Assesses reports and consult with Editor re the following three options: Acceptance as is/ Acceptance with revision/ Rejection.
5. If Acceptance as is, then Editor advises author.
6. If Rejection, then Editor advises author.
7. If Acceptance with revision, Assistant Editor then supplies referee reports to author with appropriate editorial advice.
8. Receive revised manuscript (MS) back from author and supply MS to Editor with advice. Editor then advises author of outcome.

**iii. Business Manager (Elected Member of Council)**

1. Operate the bank accounts of the journal include the working account at the Commonwealth Bank and term deposits at Bank Australia.
2. Prepare cheques to pay for outgoing expenses such as printing, postage, graphic layouts, etc.
3. Ensure accounts are audited and prepare an annual financial statement and report of activities for the AGM.
4. Prepare a monthly financial and activity report for Council
5. Maintain the subscriber list and advise subscribers annually of subscriptions due.
6. Liaise with subscription agencies regarding subscriptions they manage.
7. Calculate page charges and send invoices to authors.
8. Arrange printing of the journal and obtain quotations.
9. Liaise with electronic distributors, Informit and Ebsco, and load pdf of each issue on their websites after publication.
10. Arrange mailout of each issue and liaise with the Post Office regarding postal services. Coordinate assistance with mail out by other members of Publication Committee.
11. Provide pdf versions of their papers to authors.
12. Provide pdf version to digital subscribers and to Secretary of ESQ for distribution to ESQ members.
13. Store back issues of the journal and make them available for sale.
14. Act as Secretary to the annual meetings of the

Publication Committee.

15. Liaise with the Editor re payment of layout services.

### **3. Student Award**

- a. The Student Award was established by the Society to encourage entomological research. It is open to any student who completed an Honours Degree, Postgraduate Diploma or 4-year Undergraduate Degree at a Queensland tertiary institution in the previous calendar year. Students do not have to be Members of the Society. Completion date is defined as date of degree conferral.
- b. If no student prize is awarded during a particular year, it will be at the discretion of Council in the following year to ask for entries for the Student Award that have been awarded an Undergraduate Degree or Postgraduate Diploma in the previous two calendar years.
- c. The Prize is a cash amount determined by the Council. Students may submit their thesis or report on an entomologically related topic. Entries shall be judged by a subcommittee of three Members, which is to be chaired by the President. The winner will be announced at the May General Meeting and will be invited to present a summary of their research at the June 'Notes and Exhibits' General Meeting of the Society.
- d. The Secretary will normally call for entries in the September-November *News Bulletins*, and the closing date for submissions is normally early April.

### **4. Perkins Memorial Lecture**

- a. The Perkins Memorial Lecture is delivered every odd-numbered year by an eminent entomologist chosen by the President. The theme of the lecture is chosen by the lecturer in consultation with the President.
- b. The Society pays for reasonable travel and accommodation costs for the lecturer.
- c. The first Perkins Memorial Lecture was held in 1977 in memory and celebration of Frederick Athol Perkins (1897-1976). Perkins influenced entomology in Queensland for half a century in a way that no other entomologist has yet emulated. He was a foundation member of the Entomological Society of Queensland and the first lecturer in entomology in 1926 in the Department of Entomology at the University of Queensland. Perkins is remembered for his passionate love and enthusiasm for all things entomological. In 1952, he became the first Head of the Department of Entomology. He retired in 1965.
- d. *Perkins Dinner*
  - i. To celebrate the Society and the delivery of the Perkins Memorial Lecture, a Perkins Dinner shall be held on the same day as the Perkins Memorial Lecture.
  - ii. A Perkins Dinner subcommittee shall be formed by no later than the start of the Perkins Memorial Lecture year. The subcommittee shall be Chaired by a member of ESQ Council.
  - iii. Recommendations shall be provided to Council by the Perkins

Dinner subcommittee at the November Council meeting in the year preceding the Perkins Memorial Lecture.

- iv. A decision on venue and time shall be made by Council at the following December Council Meeting of that year.
- v. An invitation to attend the Dinner shall be formally announced to all members in the first *News Bulletin* of the Perkins Memorial Lecture year.
- vi. Members may bring a maximum of one non-member guest, and must RSVP by a set date as determined by Council.
- vii. The Dinner may be supported by the Society to a maximum of \$1000, at the discretion of Council. In the event the Perkins Dinner cannot be held on the same day as the Perkins Memorial Lecture, Council may reschedule the Dinner to another evening, but not more than seven days either side of the Perkins Memorial Lecture.
- viii. ESQ Council reserves the right to not hold a Perkins Dinner on any given Perkins Memorial Lecture year.

## 5. Collection Permits

- a. Members requiring endorsement on permits held by the Society should apply in writing (letter, email or fax) to the permit officer with contact details, a brief outline of their project and what they propose to use the permit for, including an outline of where in Queensland the permit would be used. They will be required to sign and date an application form (available on the ESQ website) agreeing to the conditions outlined therein and send it to the permit officer.
- b. The permit officer must assess the member's request based on the following criteria:
  - i. The person must be a fully financial member of the society;
  - ii. The member must not have any history of commercial activities concerning insects (these members should be advised to seek a permit independent of the Society to avoid complications);
  - iii. The member should not already be with an institution and undertaking work for a very specific project with a specific period, eg a PhD.
- c. If there is any doubt about suitability, then the application must be brought before the Council for a decision.
- d. Once the decision has been made that the member is eligible to be endorsed on the Society's permit, the applicant will receive:
  - i. A covering letter (or email or fax) outlining the permit's use and advising them to consider all conditions before using the permit;
  - ii. Copies of the permit/s (or emailed PDF attachment);
  - iii. An Excel file (hard copy) and example for them to return when the report is due, or be guided to the ESQ website where they may download the relevant Excel file.
- e. The contact details of each member endorsed on these permits should

be kept in a database, including email addresses, etc. All residential addresses and names of those gaining the permit should be forwarded to the contact officer at QPWS with the annual report.

- f. One month before an annual report to QPWS is due, reminder letters (or emails or faxes) should be sent out requesting information on all specimens collected under this permit. The option should be given for members to submit an electronic form via email. If a permit holder does not reply, then QPWS must be informed within the annual report.
- g. The permit officer must compile the report and send it to QPWS. A report on the activities should go in the News Bulletin. This may comprise the Permit Officers Annual Report to the ESQ AGM.
- h. Two months before the permits expire, renewal applications should be submitted by the permit officer to QPWS and, when renewed, those wanting endorsement on the renewed permits must resubmit an application.
- i. An audit of all permits should occur once a year to determine any unfinancial members currently endorsed on the permits. Unfinancial members are not eligible for endorsement on the Society's permit and must return their copy of the permit, or acknowledge an email advising them that their permit is invalid, and not to be used, until they are financial.

## **6. Meetings**

Council and General Meetings will normally, unless circumstances intervene, be held on the second Tuesday of each month.

## **7. Registered Office**

C/- Entomology Section  
Queensland Museum  
Cnr Melbourne and Grey Streets  
South Brisbane, Qld 4101

## **8. Sustaining Associates**

- a. Sustaining Associates are corporate entities or other organisations who support the objectives of the Society, i.e. "the furtherance of pure and applied entomological science". Any proposal to become a Sustaining Associate should be presented at a meeting of the Council and should be approved by a two-thirds majority of the Council. Sustaining Associates pay a contribution to the Society fixed by the Council at the same time as membership subscriptions are set.
- b. Sustaining Associates do not have the Privileges of Membership defined in clauses 4(a), (b), (c) and (e) of the Constitution, but do receive one copy of every issue of the Society's *News Bulletin* published during the year whilst they remain a financial Sustaining Associate.
- c. Employees of Sustaining Associates may attend General Meetings of the Society as Visitors.

## **9. Society Records**

- a. Long-term protection of the records of the Society provides an

important resource for historians. In 2007, the John Oxley Library took custody of the Society's records up to 2002.

- b. Some of the ESQ records are held at the Fryer Library (University of Queensland).
- c. Every 2 years, the Society's Secretary should send records older than 5 years to the John Oxley Library for archiving.

## **10. Procedure for Decision Making in the Society**

The following shall be the procedure for decision making in all meetings of the Society:

- a. For minor non-financial matters, and with the agreement of all present, matters may be resolved, following the opportunity for discussion, by simple show of hands.
- b. In the case where:
  - i. the matter is a substantive one, or
  - ii. the matter involves disbursement of Society funds, or
  - iii. a member present requests a formal motion:
    - 1. The matter will be put to the meeting as a formal motion moved and seconded by members from the floor of the meeting.
    - 2. The Chairperson will impartially facilitate discussion by all members present who wish to speak to the matter, and will independently give his or her own views.
    - 3. Following discussion, the matter will be put to a vote. The Chairperson shall have a deliberative vote. The matter will be resolved by a simple majority - if votes are equal, the motion is lost.
- c. Urgent Council matters may be dealt with between meetings only on the following basis:
  - i. Chairperson and/or Secretary attempt to contact personally all Council Members by email/telephone and inform them of the nature of the matter and the reason for urgency.
  - ii. If a quorum (n = 5) is reachable and a majority is in favour, then the matter can be proceeded with. If not then the matter lapses.
  - iii. At the same time agreement should sought on whether the matter be dealt with by (in order of preference):
    - 1. Special Council Meeting (dealt as per 10.b), or
    - 2. Telephone Conference (dealt as per 10.b), or
    - 3. Email Discussion, dealt as per the following:
      - a. Every attempt should be made to determine that at least a quorum (n = 5) of Council Members will be available to be emailed at a specified time.
      - b. A motion on the matter should be sought from a mover and seconder.

- c. A non-voting period of at least 24 hours is then given for all participating members to state their views to all other members. All views and all comments should be sent to 'All' parties.
- d. At the end of the agreed period, a vote is taken and the matter is resolved by a simple majority.
- d. In all cases where decisions are made between formal meetings, the matter should be recorded at the following formal meeting.

## **11. Procedure for Nomination of Honorary Members**

The following shall be the procedure for nomination of new Honorary Members:

- a. Nominators for Honorary Life Membership should provide to Council a written dossier on the nominee of 750-1000 words, which should summarise the nominee's education, career, contribution to entomological science, and service to the Entomological Society of Queensland.
- b. Nominations should be nominated and seconded by members of the Society.
- c. If approved by Council the dossier shall form the basis of a presentation to a General Meeting of the Society seeking election of the nominee to Honorary Life Membership.
- d. If election is successful the dossier should be published with a portrait of the nominee in the following News Bulletin.
- e. A certificate of Honorary Membership shall be presented to the nominee in one of the subsequent General Meetings.

## **12. Small Grants Scheme**

- a. The SGS shall be made available every year; this will be periodically reviewed by Council, who have the discretion to amend the timing (e.g., switch to every second year) or continuation of the scheme dependant on ESQ fund availability.
- b. Only ESQ members are eligible to apply.
- c. A sum of \$2000 will be made available to support a specific entomology-related project submitted to Council for consideration by a member of the ESQ. The full sum of \$2000 need not be awarded if the proposed budget is less than this amount. This is to be provided as a lump-sum payment at the commencement of the awarded project.
- d. Unsuccessful applicants may be given the option to keep their project 'on file' for reconsideration in future years that the SGS is made available. This will be at the discretion of the ESQ Council.
- e. A submission must be made to the ESQ by 30th April.
- f. All submissions will be reviewed by a subcommittee chaired by the President, with recommendations made to Council by the June Council Meeting for approval and announcement by June 30 of the same year.
- g. Discrete stand-alone projects with well-defined objectives will be looked upon most favourably. Projects may be in a range of forms e.g., field

collections in specific areas of interest; travel to museums and other collections for taxonomic revisions; agriculture/horticulturally- focussed; general natural history; etc.

- h. While open to all ESQ members, projects are to be undertaken in Australia; projects with a close link to Qld entomology are encouraged;
- i. Applications must include a budget as part of their submission that accurately reflects how the SGS Funds are anticipated to be spent. These funds may be used to supplement non-ESQ funds.
- j. Applicants may nominate use of funds for any aspect of project-related expenses, including: project-specific travel; collecting equipment; etc. Funds may not be used for personal items or expenses not directly related to the project.
- k. Transfer of funds to the successful candidate's nominated account is to be done by the 31st of July of the same year.
- l. The project must be undertaken in the 12-month period from August of the year of submission to July of the subsequent year; the successful applicant may request a 12-month extension of the project from Council, and it will be at the discretion of Council as to whether the applicant's request is granted.
- m. It is at the discretion of the ESQ Council to not award the SGS in a given year if no suitable projects have been submitted.
- n. The successful applicant is required to:
  - i. Provide an update report at the mid-point of the project (e.g., Dec/Jan). The objective of this report is to ensure the project has commenced and progress is being made. This is not intended to be an extensive exercise. This report may be:
    - 1. A summary published in the *News Bulletin* with or without a presentation at an ESQ General Meeting (e.g., Notes and Exhibits); a presentation to an ESQ General Meeting is encouraged if appropriate, but not mandatory;
    - 2. A written report to Council if not appropriate for the *News Bulletin* or a General Meeting presentation.
  - ii. Provide a final report at the end of the project. This may take *at least* one of three forms:
    - 1. A summary of project outcomes submitted to the ESQ *News Bulletin*; format and issue for publication to be determined in consultation with the *News Bulletin* Editor; once again, a presentation to an ESQ General Meeting is encouraged but not mandatory;
    - 2. Submission to *The Australian Entomologist* of a manuscript generated from the project;
    - 3. A written document (maximum 5-pages) submitted to the ESQ Council outlining the project aims, methods used,

results found, conclusions drawn, or other relevant information as suitable to the type of project undertaken.

- iii. Supply actual or copies of receipts for all expenses to the ESQ Treasurer at the end of the project.