



**THE ENTOMOLOGICAL SOCIETY OF
QUEENSLAND**

CONSTITUTION

ADOPTED 8 September 2020

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The Entomological Society of Queensland is a body corporate established pursuant to Letters Patent dated 18 February 1971, which were issued pursuant to *The Religious Educational and Charitable Institutions Acts, 1861 to 1977* (Qld).

1. Name

The name of the Society shall be 'The Entomological Society of Queensland'.

2. Objects

The Entomological Society of Queensland is formed for the furtherance of pure and applied entomological science.

Without limiting in any way the discretion or powers of the Council, the objects may be achieved in any or all of the following ways:

- (a) by fostering communication and exchange of information among Members;
- (b) by organising speakers at meetings of the Society;
- (c) by distributing a *News Bulletin* following each General Meeting;
- (d) by publishing a journal entitled the *Australian Entomologist*, to be of a scientific standard that will ensure the interest of members and other Australian and overseas entomologists;
- (e) by such other activities that may be conducive to attainment of the objects.

3. Membership

- (a) **Members.** Persons who are interested in the study of insects and allied arthropods and whose nominations have been approved by the Council shall be eligible for membership of the Society.
- (b) **Joint Membership.** Upon application to the Council, two Members resident in the same household may be granted Joint Membership. Both of the Joint Members will enjoy all the Privileges of Membership, except that they are entitled to receive only one printed copy of each issue of the *News Bulletin*, which will be addressed to both of the Joint Members.
- (c) **Student Membership.** Students, at the discretion of the Council, may be admitted as Student Members. Student Membership will confer on the said Member all the Privileges of Membership, but at a reduced annual subscription.
- (d) **Honorary Life Membership.** The Council can recommend to the Society for Honorary Life Membership any person who has rendered

distinguished service to Entomology. Such recommendations shall be endorsed at a General Meeting of the Society by a majority vote of the Members present. The number of Honorary Life Members shall not exceed 15 at any one time. Honorary Life Members shall be exempt from the payment of subscriptions to the Society but shall otherwise have all the Privileges of Membership.

- (e) **Proposal for Membership.** Any proposal for membership of the Society shall be signed by one Member and the nominee. The proposal is presented at the next meeting of the Council and approved by a two-thirds majority of the Council. In the event that an application is rejected by Council, the nominator can propose the nomination at a subsequent General Meeting, after giving 7 days notice of intention to do so. The nominee will be admitted as a member on acquiring a two-thirds majority, by secret ballot, of the Members present at that General Meeting.

4. Privileges of Membership

Subject to Clauses 6 and 7, a Member of the Society shall:

- (a) Have the right to attend and vote at business sections of all Annual General, General and Special Meetings of the Society;
- (b) Be eligible for election to any office of the Society;
- (c) Have the right to introduce visitors at any meeting of the Society;
- (d) Be entitled to receive one printed or digital copy (as nominated by the Member's subscription) of every issue of the Society's *News Bulletin* and one digital copy of the *Australian Entomologist* published during the year in which the Member was admitted to membership, and thereafter whilst a Member;
- (e) Be eligible to seek endorsement on any permit granted to the Society.
- (f) Be eligible to apply for any grants open to members that are offered by the Society.

5. Finance

- (a) The financial year shall end on 31 December each year.
- (b) The annual subscription shall be determined from time to time by the Council.
- (c) The annual subscription shall be due on 1 January each year.
- (d) In the case of new Members, the annual subscription shall be due immediately on election.

- (e) The Treasurer shall maintain a General Account at a financial institution located in Queensland.
- (f) There shall be a separate Journal Account kept by the Business Manager of the *Australian Entomologist* for all transactions pertaining to publication of that journal.
- (g) The accounts of the Society shall be audited annually by the Auditor.
- (h) The income and property of the Society shall be applied in promotion of its objects. Members of the Council will not be paid an honorarium for their duties as Members of that Council. No dividend shall be paid to and no income or property of the Society will be distributed among the Members.
- (i) Nothing in the preceding subclause shall prevent the payment to a Member of the Society for goods or services actually supplied or rendered to the Society, or as a recipient from the Society of any award or grant scheme.
- (j) There shall be an annual transfer of funds from the Entomological Society of Queensland general account to the *Australian Entomologist* account as a contribution towards production costs of the journal. The amount of annual transfer shall be initially determined by Council following recommendation from the annual meeting of the *Australian Entomologist* Publication Committee and may be varied from time to time thereafter.

6. Management

- (a) The affairs of the Society shall be managed by a Council consisting of a President, a Vice-President, a Past President, a Secretary, a Treasurer, a *News Bulletin* Editor, the Business Manager of the *Australian Entomologist* and three other Councillors.
- (b) The Council shall assume office immediately upon its election at an Annual General Meeting and shall retire immediately before the election of its successor at the next Annual General Meeting.
- (c) Should any position on the Council (except that of Past President) become vacant, the Council shall have the power to appoint a member to fill the vacancy.
- (d) The Council shall meet as often as is required to transact the affairs of the Society effectively. Council shall meet at least six times per year.
- (e) At meetings of the Council, a quorum shall consist of five members. Members of council will attend a minimum of three meetings per year unless granted leave of absence by Council.
- (f) The Council shall have the power to make, alter or revoke By-Laws not inconsistent with either *The Religious Educational and Charitable Institutions Acts, 1861 to 1977* or with this Constitution for the internal management of the Society and any such By-Laws shall, until altered or revoked, be as valid and binding on Members of the Society as if they were

part of this Constitution.

Insertion, revocation or amendment of By-Laws requires a month's notice to Council and a two-thirds majority of Council.

By-Laws made, altered or revoked by the Council shall be published in the *News Bulletin of the Entomological Society of Queensland*.

- (g) The Council shall have the power to appoint an Editor and a publication group for the running of the *Australian Entomologist*.
- (h) In addition to all powers and functions conferred upon a body corporate by law, the Society may, for the purpose of carrying out all or any of the objects, hold and dispose of real property, enter into contracts, receive and make gifts, act as a trustee, borrow money, be a beneficiary, and perform all such acts in the law as are required or are incidental to such legal functions.

7. Election of the Council

- (a) Nominations for all elected offices of the Council, except that of Past President, must be in the hands of the Secretary 6 weeks prior to the date of the Annual General Meeting. The Secretary shall send a list of such nominations to Members at least 3 weeks prior to the date of the Annual General Meeting. In the absence of a nomination for any particular office, the Presiding Officer may receive nominations from the floor at the Annual General Meeting.
- (b) The election shall be held by vote of the Members present at the Annual General Meeting. Any Member who is unable to attend the Annual General Meeting may appoint, in writing to the Secretary before the meeting, a Member of the Society to act as a proxy on his or her behalf.

8. Meetings

- (a) The Annual General Meeting shall be held during the month of March in each year. The business shall include: a report by the Council on the activities of the Society during the past financial year; an audited statement of accounts presented by the Treasurer; election of the Council for the ensuing year; appointment of the Auditor for the ensuing year; and an address by the retiring President.
- (b) General Meetings shall be held at the discretion of the Council. A minimum of 6 meetings will be held each year.
- (c) Special Meetings may be called at the discretion of the Council.
- (d) At Annual General, General or Special Meetings a quorum shall consist of 10 Members.

- (e) Members shall be notified in writing or by email at least 7 days in advance of an Annual General, General or Special Meeting, and the notice shall include the nature of the business of the meeting.

9. Officers of the Society

- (a) **President.** The President shall chair all Meetings of the Society and Council. In the absence of the President, the Vice-President, or in the absence of both, the Past President, shall take the chair. In the absence of these three officers, a Chairperson shall be elected by the members present. On a deadlock arising on any vote before a meeting, the President or Chairperson shall have a casting vote. The President will be an *ex officio* member of all Committees, act as the Society's representative in discussions with other bodies, and act for the Society in such other ways as may further the Objects of the Society.
- (b) **Secretary.** The Secretary shall be responsible for the preparation for meetings, new member applications, correspondence and preparation of an annual report.
- (c) **Treasurer.** The Treasurer shall be responsible for managing all financial affairs of the Society except those of the *Australian Entomologist*, reporting to Council and preparing an annual report.
- (d) **News Bulletin Editor.** The News Bulletin editor shall be responsible for producing a News Bulletin after each General Meeting.
- (e) **Business Manager, Australian Entomologist.** The Business Manager shall be responsible for all financial matters relating to the *Australian Entomologist* and representing the journal on Council.
- (f) **Other officers.** Additional duties of Officers of the Society shall be as set out in the By-laws of the Society.

10. Local Groups

Members are encouraged to meet for activities not inconsistent with the Constitution of the Society. Such groups may not issue statements nor incur any debts in the name of the Society and should report on activities to the following Meeting of the Society.

11. Publications

- (a) **Zoological Nomenclature.** All publications of the Society must conform to the provisions of the most recent edition of the *International Code of Zoological Nomenclature*.

- (b) **News Bulletin.** The News Bulletin Editor shall be responsible for the preparation and circulation of a *News Bulletin of the Entomological Society of Queensland*, which shall include copies of minutes of all Annual General, General or Special Meetings of the Society.

A *News Bulletin* will be issued after each General Meeting, and a copy of each issue will be sent to each financial Member.

The *News Bulletin* will not constitute a formal publication in the sense of the *International Code of Zoological Nomenclature*.

- (c) **Australian Entomologist.** A Journal Publication Committee, consisting of the President, the Editor of the *Australian Entomologist*, the Business Manager of the *Australian Entomologist* and any other appointed officers shall be responsible for the preparation, publication and distribution of the *Australian Entomologist*. The Journal Publication Committee shall convene annually and at least one month before the Annual General Meeting.

Four issues of the *Australian Entomologist* will normally be published each year, a digital copy of each issue will be sent to financial ESQ members. A copy will be sent to *Australian Entomologist* subscribers in either printed or digital copy depending on their subscription.

- (d) **Other publications.** The Council may publish items of value in the field of Entomology; such items shall be made available at rates determined by the Council.
- (e) The Council may contribute grants towards publication of original contributions by Members. However, before any grant is authorised, the value of the contribution to Entomology and all aspects of financing its publication shall be assessed by the Council.

12. Termination of Membership

- (a) A Member may resign from the Society at any time by giving notice in writing to the Secretary to take effect when the notice is received by the Secretary, unless a later date is specified in the notice when it shall take effect on the later date.
- (b) A Member whose subscription is more than 6 months in arrears shall not be entitled to any of the Privileges of Membership.
- (c) Members whose subscriptions are more than 12 months in arrears shall be notified by the Treasurer of their deficits and, if their arrears are not paid within 3 months, will cease to be a Member of the Society.
- (d) If a Member:
- (i) is convicted in a Court of Law of an indictable offence, or
 - (ii) fails to comply with any of the provisions of this Constitution, or
 - (iii) conducts himself or herself in a manner considered to be prejudicial or injurious to the character or interests of the Society, the Council shall

consider whether his or her Membership shall be terminated.

The Member concerned shall be given a full and fair opportunity of presenting his or her case and if the Council resolves to terminate his or her Membership they shall instruct the Secretary to advise the Member accordingly by sending it to the address for the Member in the register of Members. The Member may, within 1 month after receiving such written notification, appeal to a General Meeting of Members. Notice in writing of his or her intention to appeal shall be given to the Secretary.

The Council shall convene a General Meeting to be held within 3 months of the date of receipt by the Secretary of a notice of intention to appeal, at a time suitable to the majority of Members to attend. At such a meeting, the appellant shall be given the opportunity of fully presenting his or her case either orally or in writing or partly by either of these means and the Council or those Members thereof who intend to terminate his or her Membership shall subsequently likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of a majority of financial Members present at that meeting.

Where any person, whose Membership the Council intends to terminate, does not appeal against the decision within the time provided by this Constitution, or so appeals but his or her appeal is unsuccessful, the Membership of that person shall thereupon be deemed to be terminated.

13. Dissolution

The Society shall be dissolved

- (a) if the Membership is less than ten persons, or
- (b) if a resolution to that effect is carried by a vote of a three-fourths majority of the financial members present at a General Meeting convened to consider the question.

The property and other assets of the Society remaining after the payment of all expenses and other liabilities shall be handed over to some other organization or organizations (having similar objects or in part similar objects) as the majority of Members present at such General Meeting, by resolution, may decide. The liability of each Member to contribute toward the payment of debts and liabilities of the Society or the costs and expenses of winding up the Society shall be \$1.00.

14. Common Seal

The Council shall provide a Common Seal for the Society and the Secretary shall provide for its safe custody. The Common Seal shall only be used by the authority of the Council and every instrument to which the seal is affixed shall be signed by the President and shall be countersigned by the Secretary or by another member of the Council. The seal shall contain the words 'Common Seal of the Entomological Society of Queensland'.

15. Amendment of the Constitution

This Constitution may be amended by a two-thirds majority of Members voting at a General Meeting or an Annual General Meeting either in person or by proxy. Any Member who is unable to attend may appoint in writing to the Secretary before the meeting a Member of the Society to act as a proxy on his or her behalf. Members shall be given 30 days written notice setting out the proposed amendments by sending it to the address for the Member in the register of Members.