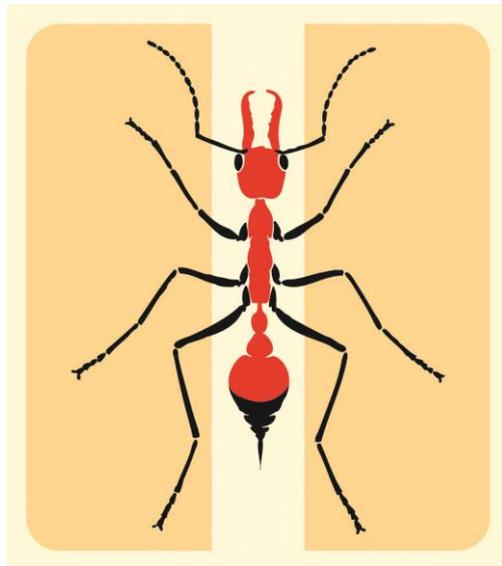


Australian Entomological Society Limited By-Laws



14 August 2013

THE AUSTRALIAN ENTOMOLOGICAL SOCIETY INCORPORATED BY-LAWS

REGIONAL REPRESENTATIVES

1. A Regional Representative shall:
 - (a) act as local correspondent for the News Bulletin;
 - (b) in consultation with the Representatives of any local Affiliated Society, and with the approval of, or following advice from the Board, be responsible for organising conferences or other activities of the Society in their region;
 - (c) report to the Board on all local meetings of members or other local activities concerning the Society.
2. Each State and Territory shall have at least one Representative and that Representative may co-opt others as the need arises. Where there is more than one Regional Representative, these may, with the approval of the Board, apportion between them the duties specified in the preceding By-Law.

AFFILIATED SOCIETY REPRESENTATIVES

3. An Affiliated Society Representative shall:
 - (a) provide liaison between the Society and the Affiliated Society represented by that Representative;
 - (b) with the approval of the society represented by that person collaborate with Regional Representatives in organising conferences and other activities of the Society; and
 - (c) with the approval of the society represented by that person perform the role of news correspondent to *Myrmecia* for the Affiliated Society.

THE EDITORIAL BOARD

4. An Editorial Board of 10 or more persons shall be appointed by the Board to function as a publication committee of the Society.
5. Members of this Board will be required to examine manuscripts submitted for inclusion in the Society's Journal and other publications as requested by the Editors, and to prepare reports on the suitability of the manuscripts for publication. They shall be required also to consider and comment on any matters relating to publications of the Society that the Board or the Chief Editor may bring to their attention.
6. Members of the Editorial Board shall conduct their business by correspondence or as otherwise directed by the Board.

THE JOURNAL EDITORS

7. **The Chief Editor** shall:
 - (a) be responsible to the Executive for the preparation of the Society's Journal
 - (b) act as a Director of the *Australian Entomological Society*, attending Board meetings in person or via telecommunication technology.
 - (c) with the other Directors, Subject Editors and Editorial Board (these last two forming the Editorial Team) establish the strategic direction and scope of the journal.
 - (d) ensure that the membership of the Editorial Team is consistent with the strategic direction of the journal.
 - (e) ensure that papers published in the journal are of the highest possible international standard, both in terms of science and presentation.
 - (f) with the Editorial Team and Publisher, actively promote the journal in scientific and other fora, soliciting a high volume of quality manuscripts for the journal.
 - (g) actively solicit and promote special issues of the journal for publication.
 - (h) continually act to maximize the impact of papers in the journal, as measured by standard impact factor statistics for both individual papers and the journal as a whole.

- (i) with the Publisher and Subject Editors, ensure that time to publication of papers is minimized, without compromising the quality of published material the journal.
- (j) with the Publisher, provide oversight for the Subject Editors on manuscript workflow for the journal.
- (k) attend the Annual General Meeting of the Society, and prepare a paper for the meeting regarding the past 12 months performance of the journal, and scoping out the future 12 months.
- (l) organize and Chair a meeting of the Editorial Team in conjunction with the Annual General Meeting. The primary goal of this meeting is to pursue items 2-9 above.
- (m) in consultation with the Directors, negotiate with the journal Publishers for a new journal contract as required.
- (n) prepare and submit a Chief Editor's Report to the Council annually; and
- (o) conduct editorial correspondence with whomsoever the Chief Editor deems necessary for efficient publication of the Journal and be responsible for the safe custody of all manuscripts, drawings, photographs and other original documents relating to the Society's publications.

8. The Subject Editors shall:

- (a) be responsible for assessing the suitability of manuscripts for publication in the Society's Journal;
- (b) receive manuscripts from the Chief Editor, and shall return to the Chief Editor, together with their reasons for so doing, any manuscript which they consider does not conform with the policy of or attain to the standards of the Society's publications, or at their discretion return any manuscript to the author for revision before considering it for publication;
- (c) where appropriate, seek referees' opinions on the suitability of manuscripts for publication, and submit any referees' reports and recommendations regarding publication of a manuscript to one member of the Editorial Board, who shall endorse or reject those recommendations. In the event of disagreement between a Subject Editor and a member of the Editorial Board, the former shall refer the manuscript to a second member of the Editorial Board;
- (d) return manuscripts considered suitable for publication to authors for any amendments necessary, edit manuscripts and then forward them to the Chief Editor with a recommendation for either their acceptance or rejection.

THE NEWS BULLETIN EDITOR

9. The News Bulletin Editor shall:

- (a) prepare the News Bulletin (known as *Myrmecia*) and forward to the publisher copy for its publication in February, May, August and November of each year;
- (b) include in the News Bulletin copy all items requested by the Board, such items to have priority over other material if space is limited;
- (c) signal deadlines for regular contributions from Affiliated Societies and Regional Representatives and, if appropriate, accept contributions from members;
- (d) if the News Bulletin Editor considers it desirable, invite or accept contributions from non-members; and
- (g) refer any doubtful matters to the Board.

POLLS

10. The following rules shall apply to polls should one be demanded according to Clause 23 of the Constitution:

- (a) For each ballot the Board shall appoint an Officer of the Society as Returning Officer and one or more other members of the Society as Scrutineers
- (b) The role of the Returning Officer is to receive the results of the ballot and to satisfy himself or herself that the ballot has been conducted accurately and correctly, according to the provisions of this Clause
- (c) The role of the Scrutineer(s) is, on behalf of the Society, to confirm the findings of the Returning Officer
- (d) The Returning Officer and the Scrutineer(s) shall jointly notify the outcomes of the ballot to the

general meeting

- (e) In the case of a ballot where a choice is made between more than two candidates for election to a Society Office, or between more than two policy options, such ballots shall be conducted using a preferential voting system chosen by the Board

AWARDS

11. The Society makes the following awards:

- (a) **The Ian Mackerras Medal** is the Society's award for excellence in entomology.
The following rules shall apply to this award:
- (i) The award shall be made not more frequently than at alternate Annual General Meetings.
 - (ii) The Board shall invite nominations for the award from members of the Society six (6) months prior to the Annual General Meeting at which the award may next be made.
 - (iii) Only financial members of the Society who will be under the age of fifty (50) years at the date of the award shall be eligible for nomination.
 - (iv) A candidate must be nominated by not fewer than two (2) financial members of the Society.
 - (v) Proposers of the candidate shall, not less than three (3) months prior to the Annual General Meeting, provide the Board with the candidate's name, date of birth, academic distinctions, relevant appointments and membership of societies, a list of the candidate's more important publications, and a statement of not more than 500 words explaining why the candidate merits the award.
 - (vi) A Selection Committee for award of the Medal will be appointed and convened by the Board, and members of that Committee shall themselves not be eligible for nomination, nor may they be signatories to a nomination.
 - (vii) Should the Committee recommend to the Board that an award be made the name of the recipient will be announced and the Medal presented during the week of the following Annual General Meeting.
- (b) **The Phil Carne Prize** is the Society's award for the best research paper published or submitted for publication by an honours or postgraduate student enrolled in an Australian University.
The following rules shall apply to this award:
- (i) The entrant must be either full-time or part-time, and have not submitted their thesis by the closing date;
 - (ii) the entrant does not have to be a member of the Australian Entomological Society;
 - (iii) the paper can be in the form of a scientific manuscript ready for publication, a paper that has been accepted for publication or a paper published over the previous 12 months to 31 July of the current year but must result from the student's higher degree studies.
- (c) **The Australian Entomological Society Service Award** is the Society's award to any member or former member of the Society in recognition of outstanding service to the Society. It is made by the Board.