

Entomological Society of Saskatchewan Inc.

**CONSTITUTION
OF THE
ENTOMOLOGICAL SOCIETY OF SASKATCHEWAN**

ARTICLE 1. TITLE

This society shall be called the Entomological Society of Saskatchewan.

ARTICLE 2. OBJECTIVES

The objectives of this Society shall be: (a) to provide a forum for dissemination of entomological knowledge; (b) to promote research in entomology and the conservation of insects; (c) to support students of entomology; (d) to stimulate public awareness of the significance of entomology; (e) to serve as a local agent in the conduct of the affairs of other societies having similar interests.

ARTICLE 3. MEMBERSHIP

Membership in the Society shall be open to anyone interested in entomology. Categories of membership shall include Annual, Life, and others approved by the membership at an annual meeting.

ARTICLE 4. MEMBERSHIP FEES

Membership dues shall be set at an annual meeting by a majority of the members present and in good standing. Dues shall be due and payable, in advance, on the date of the annual meeting in each year. In the event of non-payment of dues on or before the last day of April, and written notice having been given, the delinquent member shall be deemed not in good standing and shall not be entitled to vote in matters pertaining to the affairs of the Society. A member may withdraw from the Society, without refund of dues, by delivering to the Secretary a written resignation

ARTICLE 5. MEETINGS

(a) An annual meeting, called by the President, shall be held in the fall, at which time the Society's business shall be conducted. The date, time and place will be decided by the Executive of the Society.

(b) A spring meeting shall be called at a date, time and place announced by the President.

(c) A special general meeting of the Society may be called by the President as and when necessary but a special general meeting shall be called when requested in writing by at least five members in good standing.

(d) Notice of the annual meeting, spring meeting and special meetings shall be sent in writing, 14 days in advance, to each member.

(e) A quorum at any annual, spring or special meeting of the Society shall comprise at least 10% of the membership but no less than 7 members in good standing.

(f) Voting shall be by show of hands except where a secret ballot is requested by at least three members in good standing.

ARTICLE 6. Executive

(a) The Executive of this Society shall comprise the President, the Vice-President, the Secretary, the Treasurer and the immediate Past-President. The President, Vice-President, Secretary and the Treasurer shall be elected by secret ballot from and by the members in good standing. The term of office for the Executive shall be one year and the new Executive shall take office at the end of the annual meeting.

(b) The Executive shall be empowered to act on behalf of the Society within the bounds of the Constitution.

(c) The Executive shall meet at the call of the President. Notice of an executive meeting shall be given to the members of the Executive at least one week prior to the date of the meeting. The Executive may also meet on regular dates without notice or may by unanimous consent meet at any time or place.

(d) Any three members of the Executive shall constitute a quorum for the purpose of a meeting of the Executive.

(e) The President shall chair all general meetings of the Society and all executive meetings and shall be *ex officio* a member of all Committees.

(f) The Vice-President shall perform the duties of the President when the latter is absent or unable to act.

ARTICLE 7. AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended at the annual meeting by the approving vote of three-fourths of the members in good standing who are present at the meeting. Such amendments must be made by motion of intention which shall have been sent to the Secretary, who shall forward a copy to all members at least two weeks before the annual meeting.

ARTICLE 8. FISCAL PERIOD

The fiscal period of the Society shall be from September 1 to August 31.

ARTICLE 9. COMMITTEES

(a) As soon as conveniently possible after each annual meeting, the Executive shall appoint standing committees as follows:

1. NOMINATIONS COMMITTEE

The Nominations Committee shall consist of three members of the Society in good standing, one of whom shall be designated as convenor. This committee shall nominate at least one candidate for each of the offices of President, Vice-President, Secretary and Treasurer, at least two candidates as auditors, and, at every third annual meeting, one candidate to represent the Society on the Board of Governors of the Entomological Society of Canada.

2. AWARDS COMMITTEE

The Awards Committee is responsible for the Arthur R. Brooks Memorial Prize in Entomology, the Student Presentation Award, and the Travel Award. This committee shall operate under the terms of reference outlined for each award and consist of three members of the Society in good standing. One member shall be the immediate Past-President who shall be designated as convenor.

- i. Arthur R. Brooks Memorial Prize in Entomology – Provided that a suitable recipient is available, an annual prize shall be made to a student who is registered in the field of Entomology in the College of Graduate Studies and Research at the University of Saskatchewan or the University of Regina and who is registered as a full-time student.
- ii. Student Presentation Award - Provided that a suitable recipient is available, an award for best oral or poster presentation shall be made by a student at a general meeting of the Entomological Society of Saskatchewan.
- iii. Travel Award – Provided that a suitable recipient is available, an award shall be made to a member of the Entomological Society of Saskatchewan that will be used to attend an entomological conference or to conduct entomological research and related activities.

The terms and conditions for the awards shall be made available on the scholarships web pages of the University of Saskatchewan and the University of Regina as well as on the ESS web site.

- (b) The Executive is empowered to appoint other committees as deemed necessary to expedite the operations of the Society.

ARTICLE 10. REGIONAL DIRECTOR

A Regional Director to represent the Entomological Society of Saskatchewan on the Governing Board of the Entomological Society of Canada for a three-year term shall be elected, by and from the members who are also members of the Entomological Society of Canada in good standing, at every third annual meeting of the Entomological Society of Saskatchewan under terms of Constitutional By-Law V. of the Entomological Society of Canada.

ARTICLE 11. AUDITORS

The members of the Society shall at each annual meeting elect two auditors who shall audit the accounts of the society. The auditors shall not be members of the Executive.

ARTICLE 12. NOMINATIONS

Nominations by the Nominations Committee of candidates for President, Vice-President, Secretary, Treasurer, Auditors, and the Society's Regional Director on the Governing Board of the Entomological Society of Canada, with signatures denoting acceptance, shall be in the hands of the Secretary for circulation to the membership at least two weeks before the date of the Annual Meeting of the Entomological Society of Saskatchewan or any election date set by the Executive to fill vacancies.

Nominations for the above offices by the membership at large shall be accepted only if signed by at least three members in good standing, and by the candidate to indicate acceptance of nomination, and if in the hands of the Secretary not later than the day before the date of the Annual Meeting.

When selecting a nominee for the position of Regional Director on the Governing Board of the Entomological Society of Canada, the Nominations Committee shall take into consideration, insofar as possible, the nominee's prospects of attending meetings of the Governing Board of the Entomological Society of Canada.

ARTICLE 13. VACANCIES

Positions on the Executive, on committees, as auditors, and as the Society's Regional Director on the Governing Board of the Entomological Society of Canada shall be declared vacant if the incumbent resigns, becomes ineligible through failure to remain in good standing, or for any reason becomes unable to participate actively in the affairs of the Society.

The Executive is empowered to fill vacancies by appointment from members in good standing in the following:

- (a) Secretary
- (b) Treasurer
- (c) Membership of Committees

In the event that the Presidency becomes vacant, the position shall be assumed by the Vice-president without jeopardizing that officer's eligibility as a candidate for the Presidency in the following year.

In the event that both the Presidency and Vice-Presidency be vacated, the remaining members of the Executive shall arrange a special general meeting as soon as conveniently possible for the purpose of filling the vacancies.

ARTICLE 14. SIGNATURES AND CERTIFICATION OF DOCUMENTS

Contracts, documents, cheques or other instruments in writing requiring the signature of the Society shall be signed by any two of the President, Vice-President, Secretary and Treasurer.

ARTICLE 15. VOTING RIGHTS ON MATTERS PERTAINING TO THE ENTOMOLOGICAL SOCIETY OF CANADA

Only members who are also members of the Entomological Society of Canada in good standing shall have a vote on issues that relate to the policy of the said national society. Members who are not members of the Entomological Society of Canada may participate in discussion of such issues at meetings of the Entomological Society of Saskatchewan at the discretion of the chair.

ARTICLE 16. MAIL BALLOTS

The Executive, or a majority of members in good standing at a general meeting, may determine that an issue will be decided by mail ballot.

A clear statement of the issue to be voted on and a deadline date for return must be included on the ballot. The ballot, accompanied by an envelope marked "BALLOT", is to be sent to all members of the Society in good standing. The members are to return the ballots, sealed in the envelope, to the Secretary of the Society who shall ensure their safety and confidentiality. After the deadline date has passed the ballots are to be opened and counted in the presence of at least two members of the Society's Executive. The results of the ballot are to be made known to the membership at the next meeting of the Society or in the next newsletter, whichever is earlier. The ballots are to be kept for one year after the deadline so that any member of the Society in good standing may examine them.

Date of approval: 5 December, 2008

This amended Constitution supersedes that dated 1 December, 2003.