

THE ECOLOGICAL SOCIETY OF AUSTRALIA
INCORPORATED CONSTITUTION (1976)
(Amended September 2001)

NAME

1. The name of the Society shall be the Ecological Society of Australia Incorporated.

DEFINITIONS

2. In this Constitution the words "the Society" shall mean The Ecological Society of Australia Incorporated; the words "the unincorporated Society" shall mean The Ecological Society of Australia; the words "the Act" shall mean the Australian Capital Territory Associations Incorporation Act 1991 (as amended); the words "Council" and "the Executive" shall mean respectively the Council and the Executive of The Ecological Society of Australia Incorporated; and words denoting the masculine gender shall imply the feminine gender, also.

OBJECTS

3. The mission of the Society is to promote scientific research in ecology and to facilitate the communication and application of the knowledge derived from that research.

4. In support of the mission the objectives of the society are to:

- (a) promote the scientific study of all organisms in relation to their environment;
- (b) promote the application of ecological principles to the development, utilisation and conservation of natural resources;
- (c) advise governmental and other agencies in matters where the application of ecological principles may be relevant to their planning and decision making processes;
- (d) foster the conservation and ecological management of native biota, their diversity, ecological function, and interaction with the environment;
- (e) facilitate the dissemination and exchange of ideas and information about ecology both among ecologists, with other professional disciplines and the public; and
- (f) encourage high professional and ethical standards among our members and other ecologists.

(4a) In addition to all the powers and functions conferred upon the Society by law the Society may for the purposes of carrying out all or any of the objects, hold and dispose of real or personal property, enter into contracts, receive and make gifts, be a beneficiary, construct maintain and alter buildings or works, procure contributions to the funds of the Society, invest any moneys not immediately required for any of its objects or purposes, establish and support or aid in the establishment and support of any other association formed for any of the basic objects of the Society, and perform all such acts in the law as are required or are incidental to such legal functions.

POWERS

5. (a) the income and property of the Society shall be applied to the promotion of the objects of the Society and, subject as hereinafter provided, no portion thereof shall be transferred directly or indirectly by way of profit to any member of the Society;

(b) nothing in the last preceding sub-clause shall prevent the payment in good faith to a member of the Society for goods or services actually supplied or rendered to the Society as the case may be.

REGISTERED OFFICE

6. The registered office of the Society shall be situated in the Australian Capital Territory.

MEMBERSHIP

7. Foundation Members

Those persons who were financial members of the unincorporated Society on 30th June, 1975 shall upon payment of their subscriptions for the 1975/76 financial year be enrolled as Foundation Members of the Society.

8. Ordinary Members

(a) any persons with any interest in any aspect of fundamental or applied ecology may apply for admission to membership of the Society.

(b) no persons shall be admitted to membership of the Society unless:

i) their application is made in writing and is signed by themselves and by two (2) members of the Society recommending membership of the Society;

ii) their application is approved by the Executive; and

iii) they have paid their first annual subscription to the Treasurer of the Society.

(c) the Executive may reject an application for membership within three (3) months from the date of receipt of the application and the decision of the Executive, which will be explained in writing to the applicant, shall be final.

9. Honorary Members

(a) any person who has rendered or is rendering distinguished service to the Society or to ecological science may be appointed an Honorary Member of the Society by the Council on the written nomination of a member of Council or of not fewer than six members submitted to the Executive. A vote on such nomination may be taken by postal or electronic ballot;

(b) an Honorary Member shall not be liable for the payment of subscriptions, but shall otherwise be deemed to be a financial member of the Society and entitled to all the privileges of membership;

(c) appointment of new Honorary Members shall not make the total number of Honorary Members exceed one (1) percent of the total membership.

10. Sustaining Associates

(a) Sustaining Associateship of the Society may be conferred by the Executive upon any organisation following payment by that organisation of a yearly fee determined by Council;

(b) a Sustaining Associate shall receive a copy of each of the Society's current serial publications and shall have the right to appoint a delegate, representative or proxy who shall have all the rights of ordinary membership except that such delegate, representative or proxy shall not have the right to hold office in the Society.

10a. Concessionary Members

(a) the Council may admit persons as Concessionary Member if they are a student of a tertiary institution or who for any reason is deemed eligible for such consideration by the Council;

(b) Concessionary Members shall satisfy the requirements of Ordinary Members as defined in Clause 8.

10b. Family Membership

(a) any two persons who are eligible Ordinary Membership, as defined in Clause 8, and who together form a family relationship may apply for Family Membership;

(b) Both persons within a Family Membership have the privileges of Ordinary Members as defined in Clause 11 with the exception that only one (1) copy of each of the publications that Members are entitled to for each Family Membership.

11. Privileges of Members

Subject to the provision of Clauses 12, 16 and 21 hereof, a member of the Society shall:

- (a) have the right to attend and vote at all Annual General and Extraordinary General Meetings;
- (b) be eligible for election to any office of the Society; and
- (c) be entitled to receive one copy of every issue of the *Bulletin of the Ecological Society of Australia* and the *Austral Ecology*. Members may purchase additional copies of these or copies of any other publications of the Society at such prices as Council may from time to time determine.

12. Expulsion of Members

- (a) members who, in the opinion of Council as expressed by a two-thirds majority of its members present in person or by proxy; has committed or been knowingly concerned in any act likely to bring discredit to the Society or deemed by Council not in the best interest of the Society, may be suspended or expelled or called upon to resign from the Society;
- (b) Council shall ensure that, before any decision is made, the members shall be notified in writing of the allegations made against them and shall be afforded a reasonable opportunity to explain their actions to Council.

13. Resignation

Members may resign their membership of the Society by written notice to the Secretary.

FINANCE

14. Financial Year

The Financial year of the Society shall end on 30th June in each year.

15. Determination of subscription

- (a) The annual subscription payable by Ordinary Members shall be such sum as is determined from time to time by Council and ratified at an Annual General Meeting
- (b) the annual subscription payable by Sustaining Associates shall be five (5) times the annual subscription of Ordinary Members then rounded to the nearest five (5) dollars;
- (c) the annual subscription payable by Concessionary Members shall be one half (1/2) times the annual subscription of Ordinary Members then rounded to the nearest five (5) dollars;
- (d) the annual subscription payable by a Family Membership shall be one and one third (1 1/3) times the annual subscription of Ordinary Members then rounded to the nearest five (5) dollars;
- (e) Annual subscriptions shall be payable on 1st January in each year. If payment is made after this date a late fee, set by Council and ratified by an Annual General Meeting, shall be added to the annual subscription.

16. Payment of subscription

- (a) Subscriptions shall be payable to the Membership Manager upon application for membership by a person and thereafter shall be payable on 1st January in each year. Subscriptions of unsuccessful applicants will be refunded by the Society;
- (b) no members shall be entitled to the privileges of membership if their subscription is more than three (3) months in arrears;
- (c) any members whose subscription is more than twelve (12) months in arrears shall be notified of their default and if the arrears are not paid within one (1) month after the giving of such notice, the Executive may at its discretion terminate their membership. Persons whose membership is so terminated shall not be eligible for further nomination unless the full amount of arrears together with the subscription for the current year is tendered with their further nomination;
- (d) any members who resign or are expelled from the Society will be entitled to a refund of subscriptions paid in advance of the current year's subscription.

17. Operation of bank accounts

The Society's bank accounts shall be operated by signature jointly by any two members of the Executive or a member of the Executive and a delegate of the Executive, except that the Council may approve the establishment of special purpose accounts for the organisation of conferences and other activities which are to be operated by signature jointly of two nominated members of the Society.

18. Audit

The Executive shall at least once in each year cause the financial affairs of the Society to be audited by an Auditor who shall not be a member or the Public Officer of the Society, and shall prepare or cause to be prepared a statement of income and expenditure and a balance sheet setting out the financial position of the Society.

THE OFFICERS

19. Titles of the Officers

The Officers of the Society shall be the President, three (3) Vice Presidents, Immediate Past President, Secretary, Treasurer, Chairperson of the Editorial Board of each of the journals of the Society, Communications Manager, Bulletin Editor, Membership Manager and Regional Councillors, their number as determined in Clause 20(a-ii).

20. Eligibility for election

(a) The Officers shall be chosen from the general body of members without necessary reference to their place of residence except that:

i) the President, Secretary and Treasurer reside in the same centre of population the location of which shall be the headquarters of the Society. The office of President shall not be held for more than six (6) consecutive annual terms by persons residing in the same centre of population.

ii) one (1) Regional Councillor shall be resident in each of the States of Australia, the Australian Capital Territory and the Northern Territory.

(b) The office of Immediate Past President shall be held by the person other than the current President who most recently held the office of President of the Society.

21. Election of Officers, and terms of office

(a) The Officers shall hold office for one annual term and shall be eligible for re-election, except that no member may hold the office of President for more than three (3) consecutive annual terms, and no member may hold the office of Vice-President for more than six (6) annual terms.

(b) At least thirty (30) days before the Annual General Meeting in each year, the Secretary shall send to all financial members a list of Council nominees for election. The list may include nominees for all offices listed in Clause 19 hereof except that of Immediate Past President.

(c) Subject only to the limitations imposed by Clause 20 and Sub-Clause 21(a) hereof, any financial member, in addition to those nominated by Council, may be nominated for election to any office of the Society. Such nominations shall be made in writing and shall bear the signature of the nominee undertaking to accept the position if elected, and the signatures of two members proposing the nominee for election; nominations shall be lodged with the Secretary of the Society prior to the commencement of the relevant Annual General Meeting.

(d) Where no more than the requisite number of nominations is received for any of the officers of the Society the number or members nominated shall be declared duly elected. Where more than one (1) nomination is received for any of the offices of President, Secretary, Treasurer, Chairperson of the Editorial Board of each of the journals of the Society, Communications Manager, Bulletin Editor, Membership Manager or Regional Councillor for a particular State or Territory, or where more than three (3) nominations are received for the offices of Vice President, elections to these offices shall be conducted by ballot of those members present at the Annual General Meeting.

THE COUNCIL

22. Composition

The officers shall together comprise the Council of the Society.

23. Vacancies

(a) The office of any Council Member shall become vacant if the person holding the office:

i) dies, or

ii) is removed from office under any of the provisions of Clause 30 hereof.

(b) should any of the offices (excluding those of immediate Past President) become vacant during the course of any year, the Council may at its discretion appoint a member to fill the vacancy. Council may continue to function notwithstanding any casual vacancy in its numbers.

24. Council Meetings

(a) Meetings of Council shall be held at intervals not exceeding three (3) months. Additional meetings shall be called by the Secretary at the request of the President or on the requisition of not fewer than four (4) Councillors.

(b) Not less than seven (7) days notice in writing, or facsimile or by electronic mail via post or electronic distribution of a meeting of Council shall be given unless the date, time and place for such meetings were fixed at the last preceding meeting of Council.

(c) A quorum shall consist of six (6) Councillors either present at the meeting or in voice communication with the other councillors at the meeting place.

25. Functions of Council

(a) Council may do all such acts matters and things as may be conducive or incidental to the attainment of any or all of the objects of the Society and without restricting the generality of this Clause in any way the duties of Council shall include:

i) to receive and consider reports from the Executive;

ii) to make, alter or revoke By-laws not inconsistent with the Act or with this Constitution for the internal management of the Society and such By-laws shall until altered or revoked by a General Meeting be as valid and binding on members of the Society as if the same were herein contained;

iii) to nominate Councillors and an Auditor for election or appointment as the case may be at the next following Annual General Meeting; and

iv) to make decisions on all matters of policy affecting the Society as Council may see fit;

v) to award persons in recognition of their contribution to ecological science and the Society;

vi) to endorse financial support of the professional development of student members.

(b) Council shall have the power to conduct a postal or electronic ballot of financial members of the Society on any matter that it deems to be sufficiently important. A ballot on any question shall also be conducted on requisition signed by not fewer than twenty (20) financial members.

26. Appointments

(a) Council shall appoint from among its numbers, from the general body of the members, or where thought appropriate from outside of the Society, Managing Editors of the journals of the Society, Editorial Boards of the journals of the Society and may appoint a Conference Co-ordinator to maintain continuity between the conferences of the Society, World Wide Web Officer, Society representatives to other learned organisations, advisory boards or government committees, or any such other assistants to Officers as it may from time to time deem necessary for the efficient conduct of the Society's affairs.

(b) The council may approve the payment for services by appointed assistants.

27. Decisions made by correspondence

A resolution in writing, or a facsimile, or electronic mail signed or verified by electronic encoding by not less than three-quarters (or the number nearest to three-quarters) of the Councillors for the time being in office shall be as valid and effectual as if it had been duly passed at a meeting of Council duly convened and held, provided that prior notice of the resolution is duly given to all Councillors at their registered postal or electronic addresses for service of notices.

28. Interim provisions

(Deleted in 1984)

29. Removal of Officers

(a) Officers shall be deemed to vacate office if they:

- i) cease to be a member of the Society or if their membership is withdrawn; or
- ii) become bankrupt or compounds with their creditors or assigns their estate for the benefit of their creditors; or
- iii) becomes an insane patient or an insane or incapable person within the meaning of any State, Federal or Territory law relating to lunacy or becomes permanently incapable of performing their duties; or
- iv) ceases to be a financial member within the meaning of this Constitution; or
- v) resigns their office in writing to the Secretary.

(b) Notwithstanding the foregoing the Council shall have power to suspend Officers from the exercise of their office, or to remove them and declare their office vacant, for any cause that shall appear sufficient to no fewer than two-thirds of the total number of Councillors for the time being who shall be entitled to vote on any motion for suspension or removal of an Officer by postal or electronic ballot or otherwise as the Council may determine.

THE EXECUTIVE

30. Composition and quorum

(a) The Executive shall consist of the President, the Secretary, Treasurer and one of the Vice Presidents as elected by Council.

(b) Subject to the provisions of the next succeeding sub-Clause, quorum for an Executive meeting shall be any two of the following Officers: President, Vice President, Secretary, Treasurer.

(c) Members of the Executive, if obliged to be absent from a meeting of the Executive, may delegate their duties to other members of the Executive.

31. Meetings

The Executive shall meet at least six (6) times in each calendar year and normally once in each two calendar months or when requested by one of its members. Members may take part in the meeting by electronic voice communication with the other Executive members present at the meeting place.

32. General Administration and Management

The Executive shall have the powers and functions conferred upon it by this Constitution and, subject to the directions of Council on matters of policy, shall be responsible for the day to day administration and management of the Society. The Executive shall have authority to decide whether it is competent to deal with any matter arising for decision or whether the matter should be deferred until the next following Council meeting or be referred to Council by postal or electronic ballot of its members.

33. *Bulletin*

The Executive shall be responsible for the preparation and circulation to all financial members of a *Bulletin* of general interest which shall be prepared by the Bulletin Editor.

DUTIES OF OFFICE BEARERS

34. The duties of the Officers shall be as set out in the By-laws of the Society.

MEETINGS

35. Voting at meetings

At any General Meeting of the Society or meetings of Council or of the Executive, or of any Committee appointed by the Council:

(a) Except as otherwise provided in this Constitution, a motion shall be deemed passed if it receives the affirmative vote of a simple majority of the members voting at the meeting either in person or by proxy.

(b) The Chairperson shall exercise a deliberative vote only.

(c) In the event of an equality of voting the motion shall be deemed lost.

36. Proxies

(a) any Councillor who is unable to attend a Council or a General Meeting, and any member who is unable to attend a General Meeting of the Society, may by notice in writing via post or electronic mail to the Secretary before the meeting appoint a proxy to act on their behalf provided that any proxy appointed shall be a member of the Society.

(b) The instrument appointing a proxy shall be in the form set out in the By-laws of the Society.

37. General Meetings

(a) An Annual General Meeting shall be held during each calendar year and where possible in conjunction with the annual conference of the Society.

(b) Extraordinary General Meetings shall be held when directed by Council or upon requisition signed by not fewer than twenty (20) financial members specifying the matters they require to be discussed. The Secretary shall call the meeting not later than thirty (30) days following receipt of the direction or requisition and if the Secretary does not so call a meeting within the said thirty days, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three (3) months from the date of the deposit of the requisition with the Secretary.

(c) A notice and agenda of any annual General or Extraordinary General Meeting shall be sent by the Secretary to each member not less than thirty (30) days prior to the date set for the holding of that meeting.

(d) The quorum for a General Meeting shall be twenty (20) personally present, financial members.

38. Business at Annual General Meeting

The business of the Meeting shall include:

(a) a report by the Council on the activities of the Society since the last Annual General Meeting.

(b) consideration of amendments to By-laws made by Council during the preceding year.

(c) an audited statement of the accounts of the previous Financial year, and a balance sheet, presented by the Treasurer.

(d) election of Councillors for the ensuing calendar year starting 1st January.

(e) appointment of an Auditor on the nomination of Council.

LOCAL GROUPS

39. (a) Members of the Society in any part of Australia may form a Local Group which may meet for discussion or other activities not inconsistent with this Constitution.

(b) A Local Group may make whatever financial or organisational arrangements, not inconsistent with this constitution, as the Local Group considers appropriate for its purposes.

(c) A Local Group may not make or issue any statement purporting to be made or issued on behalf of the

Society nor may it in any other way purport to act on behalf of the Society, except where such statement concords with a current Position Statement of the Society.

AMENDMENT OF CONSTITUTION

40. This Constitution may be amended by a vote in favour of a special resolution to alter the rules, purposes or objects of the Society by at least 75% of those members of the Society exercising their right to vote, in person, by proxy or by postal vote. The vote is to take place at an Annual General Meeting or an Extraordinary General Meeting. In all cases not less than thirty (30) days written notice to members shall be given, setting out the proposed amendment.

COMMON SEAL

41. The Common Seal of the Society shall not be affixed to any instrument except by the authority of Council and in the presence of the President or a Vice President and the Secretary or such other Officer as Council may appoint for the purpose; and the President or Vice President, as the case may be, and the Secretary or other Officer shall sign every instrument to which the common Seal of the Society is so affixed in their presence.

DISSOLUTION

42. (a) a motion for the dissolution or winding up of the Society shall not be passed except by a majority of not less than four-fifths of the members voting at a General Meeting either in person or by proxy. Such a resolution shall not become effective unless a similar majority in favour of dissolution is recorded in the returns of a postal or electronic ballot of all members, such ballot to be held within three (3) months of the date of the General Meeting at which the motion for dissolution was passed.

(b) If upon a winding up of the Society there remain any assets after the satisfaction of its debts the assets shall, subject to the provisions of the Act, be donated to such other non-profit organisation or organisations as a General Meeting may consider appropriate, subject only to the proviso that the rules of any such beneficiary organisation shall prohibit the transfer of its assets by way of pecuniary profit to its members.

PUBLIC OFFICER

43. (a) The Council of the Society shall within fourteen (14) days after the incorporation of the Society appoint a person resident in the Australian Capital Territory to be the public officer of the Society, and, if that office at any time becomes vacant, shall within fourteen (14) days after it becomes vacant, appoint a person resident in the said Territory to fill that vacancy.

(b) The office of the Public Officer of the Society shall become vacant if the person holding that office:

i) dies;

ii) becomes bankrupt, applies to take the benefit of a law relating to bankrupt or insolvent debtors or compounds with their creditors;

iii) becomes of unsound mind;

iv) resigns office by hand writing addressed to the Council of the Society; or

v) ceases to be resident in the Australian Capital Territory.

(c) The Public Officer of the Society may hold any other office in the Society.

**THE ECOLOGICAL SOCIETY
OF AUSTRALIA INCORPORATED
BY-LAWS**

DUTIES OF OFFICERS AND COUNCIL APPOINTEES

The President

1. (a) The President shall preside at General, Council and Executive Meetings of the Society, provide general guidance in the formulation of policy, act as the Society's representative in negotiations with the Australian Government and national scientific bodies, and act for the Society in consultation with Council in such other ways as may further its objects.
- (b) The President shall normally deliver a Presidential Address at the Annual General Meeting of the Society or the Society's Annual Conference.
- (c) Nothing in the foregoing shall prevent the President or the Council from nominating or appointing another member of Council to carry out temporarily a duty or function on behalf of the President.

The Vice Presidents

2. (a) The Vice Presidents shall assist the President in formulating the policies of the Society.
- (b) The Vice Presidents shall, subject to nomination by the President, perform any duty or function of the President.
- (c) The Vice Presidents shall, subject to nomination by the President, co-ordinate activity areas of the Society.

The Secretary

3. The Secretary shall:

- (a) Conduct the correspondence of the Society in accordance with the decisions of the Council and Executive and shall file copies of all correspondence;
- (b) Refer all correspondence to the Executive and such correspondence to the Council as the Executive may direct;
- (c) Make the necessary arrangements for Executive Council and General Meetings, and give due notice of all meetings to those entitled to attend;
- (d) Keep Minutes of the proceedings of all Executive, Council and General Meetings and arrange for distribution of copies of such Minutes to all entitled to receive them;
- (e) Prepare reports of the Executive's and Council's activities in collaboration with the President;
- (f) Transmit to the Bulletin Editor material for publication in or distribution with the *Bulletin* as the Executive may decide including:
 - i) reports of the Executive for publication in each issue of the *Bulletin*, and
 - ii) Annual Reports and Minutes of General Meetings for publication in or distribution with the first issue of the *Bulletin* published following the date of the General Meeting at which they were adopted or to which they refer as the case may be; and

(g) Advise candidates for election of the decision of the Executive.

The Treasurer

4. The Treasurer shall

- (a) Manage the collection and receipt of all monies on behalf of the Society and deposit these without any deduction whatsoever in a bank or banks approved by the Executive;
- (b) Maintain a record of all financial transactions undertaken on behalf of the Society;
- (c) Present a cash statement at each meeting of the Executive when accounts shall be submitted for approval.
- (d) Make payment of all accounts approved for payment by the Executive;
- (e) Prepare or cause to be prepared a statement of receipts and expenditure and a balance sheet for presentation at each Annual General Meeting, and arrange for these to be audited by the Society's Auditor;
- (f) Provide to the Public Officer within one (1) week following the preparation of a balance sheet in respect of the Society a copy of that balance sheet certified to be correct by the auditor of the Society;
- (g) Provide to the Bulletin Editor copies of the audited receipts and expenditure statement and audited balance sheet for publication in or distribution with the *Bulletin* next issued following the date of the General Meeting at which they were adopted;
- (h) With the approval of the Executive, open and supervise bank accounts relating to the several areas of Society activity; such accounts shall be separately accounted in the yearly balance sheet and shall be duly audited.
- (i) Should prepare an annual budget on the basis that the net assets of the Society (at the end of the Financial year) shall not fall below one hundred and fifty (150) percent of that years expenditure on recurrent items. If the estimated assets are predicted to fall below one hundred and fifty (150) percent of estimated annual expenditure, the Treasurer should advise Council and prepare a recommendation for the next AGM increasing subscription rates and/or other fees charged by the Society so as to restore the ration to one hundred and fifty (150) percent.

The Public Officer

5. The Public Officer shall perform all the duties of that office as required by the A.C.T. Associations Incorporation Act 1991 (as amended) and by the By-laws of the Society. The Public Officer shall be informed of the provisions of the Act and shall ensure that the requirements thereof with respect to the Public Officer are at all times complied with.

6. The Public Officer shall:

- (a) within one (1) month of being appointed give notice in writing to the A.C.T. Registrar General of their appointment, full name and address;
- (b) give notice to the Registrar General within one (1) month if he or she changes address;
- (c) direct the Secretary to ensure that every notice, advertisement, bill of exchange, promissory note, endorsement, order, way-bill, invoice, receipt or other document given, drawn, endorsed or issued by the Executive contain the name of the Society in legible characters;
- (d) within one (1) month after the alteration of:
 - (i) the objects or purposes of the Society; or
 - (ii) the rules of the Society, or
 - (iii) any trusts relating to the Society,
 - (iv) the membership of the Council

file with the Registrar General notice of the alteration, a copy of instrument evidencing the alteration and a statutory declaration made by the Public Officer declaring that that copy is a true copy of the instrument of which it purports to be a copy and in the case of an alteration of the objects, purposes or rules of the Society, that the alteration is authorised and was made in the manner provided by the rules of the Society; and

(e) within six (6) month after the end of Financial Year, file with the Registrar General an annual return as specified in the Act.

Managing Editors of the journals of the Society

7. Each Managing Editor shall:

(a) be responsible to the Council for the collation and appropriate preparation of manuscripts accepted for the journal they manage;

(b) be required to consider and comment on any matter relating to publications of the Society which the Executive or the Council may bring to their attention; and

(c) prepare and submit a report on the journal they manage to each Annual General Meeting.

8. Subject to the prior approval of the Council, the Managing Editors may delegate editorial responsibility for any individual issue of the journal they manage to another member or members of the Society.

The Communications Manager

9. The Communication Manager shall:

(a) Prepare the content of external communications and arrange for its distribution as directed by the Executive;

(b) Co-ordinate the design and implementation of the Society's World Wide Web homepage or any other form of electronic communication deemed appropriate by Council;

(c) Ensure that the cost of communications is kept within any limitations set by the Executive;

(d) Furnish to the Executive a statement of expenditure on communications prior to the Annual General Meeting of the Society;

(e) Report to Council Meetings communications activities occurring since the last meeting activities;

(f) Refer any doubtful matters to the Executive;

(g) Report to the Annual General Meeting on the communications activities of the Society; and

(h) Co-ordinate the Society's educational outreach activities.

Membership Manager

10. The Membership Manager shall:

(a) Act in consultation with the treasurer in regard to financial matters of the Society;

(b) Direct the maintenance of a database of all member of the Society showing the membership category, address and financial status of each members and including telephone and fax numbers and e-mail address where relevant, and shall furnish such information to the Treasurer as required;

(c) Receive subscription renewals, applications for new memberships and payments for memberships and deposit monies received into a Society bank account as directed by the Treasurer;

(d) Notify any member whose subscription is more than six (6) months in arrears of their default and if arrears

are not paid within one (1) month after giving such notice, information of names of members shall be referred to the Executive for consideration of membership;

(e) Post subscription renewal notices to all member no later than the 1st December in each year.

(f) Prepare regular report on new member, for endorsement by the Executive; and for publication with other membership matters in the *Bulletin*;

(g) Prepare, from time to time, a membership directory for publication in the *Bulletin*; and

(h) supply mailing labels to the Bulletin Editor and to the distributors of other Society publications for mailing publication to financial members.

The Bulletin Editor

11. The Bulletin Editor shall:

(a) Prepare the *Bulletin* and arrange for its publication as directed by the Executive;

(b) Publish in the *Bulletin* all items requested by the President or the Executive, such items to have priority over other material if space is limited;

(c) Arrange for regular contributions from Regional Councillors, and invite contributions from members;

(d) Ensure that the cost of publication is kept within any limitations set by the Executive;

(e) Furnish to the Executive a statement of expenditure within one (1) month of issue of each *Bulletin*;

(f) Arrange for the distribution of the *Bulletin* to all members entitled to receive it; and

(g) Refer any doubtful matters to the Executive.

Regional Councillors

12. A Regional Councillor shall:

(a) Act as local correspondent for the *Bulletin*;

(b) Be *ex officio* member of any Organising committee appointed by the Executive to arrange General Meetings or other activities of the Society in their region;

(c) Provide liaison with other appropriate State based scientific societies;

(d) Be *ex officio* Chairperson of any Local Group established in their region and report to the Council on the meetings or other activities of such Local Group.

Assistants of Officers

13. Assistants of Officers, Conference Co-ordinator and the World Wide Web Officer, Representatives to Other Learned Organisations, Advisory Boards or Government Committees shall:

(a) Deleted (2000)

(b) Assist the appropriate Officer in the absence of the Officer or during any vacancy in the particular office, carry out the duties of that office as directed by the Executive.

(c) Deleted (1995).

(d) Deleted (1995).

(e) Deleted (1995).

(f) in the case of the Conference Co-ordinator

- i) liaise with committees organising the Society's Annual Conference to ensure continuity between successive years; and
- ii) ensure guidelines for the content and organisation of the Annual Conference as developed by Council are implemented at each Annual Conference.

(g) in the case of the World Wide Web Officer

- i) provide technical assistance to the Communications Manager in provision of WWW services for the Society;
- ii) ensure the Society's homepage content is current;
- iii) ensure design aspects of the Society's homepage is state of the art and utilises the latest WWW technologies;
- iv) ensure the Society's homepage address is widely distributed across the WWW in search engine catalogues and links from other similar societies and ecological organisations.

(h) in the case of Representatives to Other Learned Organisations, Advisory Boards or Government Committees shall

- i) represent the policy of the Society on ecological issues as outline in the Society's Position Statements;
- ii) where representation is required that is outside the officers area of expertise refer the issue to Council or the Executive so that a member of the Society who has expertise in the subject may be identified;
- iii) provide regular reports to the Council about the meetings and activities of the organisation or board where the officer is representing the Society.

(i) all Assistants of Officers shall

- i) represent the society in such a way as to achieve the objects and purposes of the Society as outlined in clauses 3 and 4 of the constitution;
- ii) at all times whilst representing the Society maintain the highest professional standards.

Editorial Boards of the journals of the Society

14. (a) One editorial board shall exist for each of the journals of the Society. The Editorial Boards shall consist of the Managing Editor of the Journal , a number of Associate Editors, as determined by Council, and the Chairperson of the Editorial Board. Subject to Clause 21(a) of the Constitution, the appointment of members of this Board shall be made for a period of two or three years in the first instance but no member may serve on the Board for more than five years consecutively.

(b) The Editorial Boards shall be concerned with the preparation of material for the journals of the Society and the Chairperson of the Editorial Board shall be responsible for calling a meeting of the Board once in every financial year; at other times members of the Board shall conduct their business by correspondence;

(c) The Chairperson of the Editorial Board shall present a report of the Board at each Council Meeting.

(d) One member of each Board shall be elected by the members of the Board to be the Book Review Editor for the journal the Board manages. The election shall be conducted by the Managing Editor who shall report the outcome to the Council.

(e) The Chairperson of the Editorial Board may concurrently hold the position of Associate Editor or Managing Editor.

PUBLICATIONS

15. The Society shall issue the *Bulletin* and journals of the Society as determined appropriate by the Council.
16. The Society may in addition issue occasional publications upon such terms as may be determined by the Council.

POSITION STATEMENTS

17. The Society may issue Position Statements that reflect the policy of the Society in relation to current ecological issues where;

- (a) the position statement is prepared by a co-ordinating member and or other members of the Society who have familiarity with the subject of the statement;
- (b) an invitation for members to participate in the writing of the position statement is advertised in the *Bulletin* and on the ESA electronic discussion list;
- (c) first drafts of the position statement are published in the *Bulletin* and on the ESA electronic discussion list for review by members;
- (d) final drafts of the position statement are published on the ESA electronic discussion list and mailed, either postal or electronic, to members who provided review on the first draft;
- (e) where possible the final version of the position statement shall be discussed at the Annual General Meeting of the Society or if this is not feasible at a local meeting of interested members or via the ESA electronic discussion list;
- (f) the position statement is endorsed by a simple majority vote at the Annual General Meeting of the Society, or where this is not feasible because it would delay the endorsement of the position statement by more than six (6) months by vote of simple majority conducted on the ESA electronic discussion list;
- (g) to ensure the currency of the position statement, it is reviewed every five (5) years following endorsement.

FORM OF PROXY

18. The instrument appointing a proxy pursuant to Clause 38 of the Constitution of the Society shall include the following form of words:

THE ECOLOGICAL SOCIETY OF AUSTRALIA INCORPORATED

I,
of
being member of the above-named Society hereby
appoint
of
or failing him
of
as my proxy to vote for me on my behalf at the (Council, Annual General
or Extraordinary General as the case may be) meeting of the Society,
to be on the day of (insert date of meeting)
and at any adjournment thereof.
Signed
Signed this day of (insert current date)

In addition, proxy forms may provide for members to instruct their proxy to vote yes, to vote no, to abstain or to use the proxy's judgement, on propositions to be brought before the meeting of the Society and on amendments to those propositions. Proposers of policy statements which are to be put to a vote at the meeting of the Society may require the Secretary to construct proxy forms allowing for members to indicate (as outlined above) how they wish their vote to be used by their proxies.

19. No one may use the *Bulletin* or other resources of the Society to request members to appoint them as their proxy for a meeting of the Society, unless at the same time they state in writing how they intend to vote with the proxies on any matters which are to be voted on at the meeting.