

## **Rules and Regulations of the Entomological Society of Alberta**

These rules and regulations were approved by the membership at an Annual General Meeting of the Society on the October 30, 2004.

### **Article 1 - Object**

The object of the Entomological Society of Alberta (ESA) shall be to foster the advancement, exchange, and dissemination of the knowledge of insects in relation to their importance in agriculture, horticulture, forestry, public health, industry, the environment, and for its own sake, among the people of the province of Alberta.

### **Article 2 - Annual Membership Fees**

- a. The annual membership fee for regular members shall be \$10.00.
- b. The annual membership fee for student members shall be \$5.00. At the time of application, or renewal, of membership, student members must be enrolled at an accredited school or post-secondary educational institution.
- c. Honorary life members shall be exempt from payment of an annual membership fee.
- d. The annual membership fee shall be payable in advance of the calendar year for which membership is requested. If an initial application for membership in the ESA is received by the Secretary at any time during the calendar year for which membership is requested, then payment in full of the annual membership fee shall be required in order for members to be active members of the ESA. The annual membership fee is non-refundable.
- e. Free subscriptions to the Proceedings of the ESA are available to research institutions and accredited educational institutions in Alberta and to the National Library of Canada. The annual subscription fee for the Proceedings is \$10.00 for other institutions. The Board may suspend or cancel without notice free subscriptions.

### **Article 3 - Meeting Registration Fees**

Registration fees for student members of the Entomological Society of Canada (ESC) attending the ESC meetings shall be reduced when these meetings are held in Alberta with the ESA acting as host.

### **Article 4 - Committees**

Standing committees shall exist to assist the ESA Council achieve the objectives of the Society. The term of appointments to the ESA-ESC Joint Meeting Committee shall be two years. Appointments to all other standing committees shall not exceed one year unless otherwise approved by the Board.

- a. Awards Committee. This Committee shall be composed of the Past President (as Chair), Regional Director to the ESC, and the Northern-, Central- and Southern Directors of the ESA. Duties shall be: to solicit nominations from members of the ESA for awards or other honours sponsored by the ESA (e.g., Honorary Membership, Undergraduate Award, Student Travel Grant, Frederick S. Carr Award) and the ESC (e.g., Gold Medal, Gordon Hewitt, Norman Criddle); to submit to the Board of Directors of the ESA and ESC, as appropriate, the names and other relevant information of nominees.

b. Annual Meeting Committee. This Committee shall be composed of the President, Secretary, Treasurer, and other members in good standing selected at an Annual- or General Meeting, or by appointment by the Board. The Chair normally is the President, but may be another member. The Committee's responsibilities shall be to:

i. Organise and ensure the completion of the next Annual Meeting, including scientific program, social events, and meeting of the Board and the Annual General Meeting.

ii. Process the financial transactions of the Annual Meeting, including setting and collecting registration fees, and issuing receipts and paying bills as required. Meeting finances should be managed with the realistic expectation of breaking even. Any monies that remain after all expenses are paid (i.e., profit), or a request to cover losses, must be submitted to the ESA no later than six months following the completion of the Annual Meeting for which the profit or loss applies.

iii. Submit to the Treasurer a financial statement detailing all transactions related to the Annual Meeting, including an itemized list of meeting expenses and revenues, and copies of all bills and receipts, no later than six months following the completion of the Annual Meeting for which the transactions apply.

iv. Submit to the Secretary a list of all meeting attendees, and their contact information, no later than six months following the completion of the Annual Meeting at which the information was collected.

c. ESA-ESC Joint Meeting Committee. This Committee shall be established by the Board at an Annual- or General Meeting, and no sooner than two years preceding any joint meeting of the ESA and ESC. The Committee shall consist of members in good standing (one of whom will serve as Chair).

d. Nomination Committee. This Committee shall be composed of the Past President, Vice-President (as Chair), and one member in good standing. The Committee shall prepare a list of nominations prior to each Annual Meeting, and the Chair shall present to the membership at an Annual Meeting the slate of nominees for positions on the Board.

e. Resolutions Committee. This Committee shall consist of two members in good standing appointed by the Nomination Committee immediately preceding each Annual Meeting.

f. Education and Outreach Committee. This Committee shall be composed of the Vice President (as Chair) and the Northern-, Central- and Southern Directors. Other members in good standing may be appointed by the Committee as necessary. Duties shall be: to promote entomology in the educational system and with the general public in Alberta.

g. Membership Committee. This Committee shall consist of the Vice-President (as Chair), and the Northern-, Central- and Southern Directors. Duties shall be: to publicise the objectives and activities of the Society in such a way as to recruit new members to the Society.

h. Archivist Committee. This Committee shall be composed of one member in good standing appointed by the Board as required. Duties shall be to act as custodian of the archives of the ESA.

## **Article 5 - Travel and Materials Expenses**

a. Members in good standing may be eligible to claim from the ESA expenses for materials for, and/or travel to and from meetings of the Board or events at which the Board and/or President authorises representation from the ESA. Such expenses are deemed to be ESA-approved expenses. Reimbursement

to members for some or all such ESA-approved expenses will be permitted only following approval of the President and/or Treasurer prior to the meeting or event.

b. In order for a member to claim for ESA-approved expenses, no sooner than five days prior to a Board meeting or event at which ESA-approved expenses may apply, a member must:

i. Ensure that the President and/or Treasurer receives from the member a request for permission to claim for ESA-approved expenses, that contains (1) information about, and purpose of, the meeting or event that the member wishes to attend, (2) justification for ESA funding of the expenses, and (3) a budget that lists the expected expenses and their value.

ii. Receive from the President and/or Treasurer permission to claim ESA-approved expenses associated with the meeting or event referred to in the member's claim request.

c. Where members are permitted to claim for ESA-approved expenses related to a meeting or event scheduled to take place in a location in excess of 200 km from the member's place of residence, then eligible travel expenses may include transportation, meals and hotel accommodation; for destinations less than 200 km from the member's place of residence, then eligible travel expenses may include transportation and meals only.

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