



Entomological Society of Southern Africa  
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## Entomological Society of Southern Africa CONSTITUTION

### 1. NAME:

The name of the Society shall be the 'Entomological Society of Southern Africa'.

### 2. AIMS AND OBJECTIVES:

The aims and objectives of the Society shall be the promotion of all aspects of entomology.

### 3. MEMBERSHIP:

All persons interested in entomology in its widest sense may become members.

Those who joined before 31 December 1937 are founder members.

### 4. PRIVILEGES:

All full members are eligible for office (see proviso in 10. ELECTION AND APPOINTMENT OF OFFICERS for the offices of President and Vice-Presidents). Each full member will be entitled to vote by ballot at all general meetings and to receive one copy of all publications for each year for which his/her subscription is paid.

### 5. SUBSCRIBERS:

Institutions may become subscribers to the Journal.

### 6. HONOURING OF MEMBERS:

The Executive Committee has the right to honour Society members through Honorary Life Membership, Journal Dedications or any other means that the Society may introduce. The criteria for all such honours shall be determined by the Executive Committee. Ordinarily the Society shall have, at any one time, no more than ten Honorary Life Members, who will enjoy all the rights and privileges of full members.

All full members of the Society who are in good standing are entitled to submit, in strict confidence and at least eight weeks prior to the Annual General Meeting, the names of prospective candidates to the Executive Committee for consideration for any such honour.

The Executive Committee may also propose candidates on its own initiative. Proposals should be seconded and supported by a motivation and a *curriculum vitae* of the candidate. Election of candidates shall be by ballot within the Executive Committee and proposals will be carried by a two-thirds majority of the Executive Committee. Other than the Executive Committee, only the proposer and the seconder of the nominee will be informed of an unsuccessful proposal.

**7. FINANCE:**

- A. The financial year shall end on the 31st day of December of each year.
- B. The annual subscription for full membership is payable in advance. If any member is more than two years in arrears, his membership automatically ceases.
- C. Members and subscription fees shall be decided by the Executive Committee.
- D. All monies received on behalf of the Society by the Honorary Treasurer shall be paid into a banking account. Cheques shall be drawn and signed by any two members of the Executive Committee.
- E. Any donations, which may be made for any specified purpose, shall be deposited in the same account, but shall be accounted for on the annual balance sheet.
- F. All financial books shall be closed at the end of the financial year and shall be audited by an auditor appointed by the Executive Committee.
- G. On the dissolution of the Society its assets will be disbursed to an organisation with similar aims and objectives.

**8. EXECUTIVE COMMITTEE:**

The management and affairs of the Society shall be entrusted to an Executive Committee comprising the seven officers of the Society, and the Deputy Secretary and the Deputy Treasurer if co-opted onto the Executive. Two-thirds of the Executive Committee shall constitute a quorum and proposals shall be carried by a simple majority of those present, except for honouring members. The Society's officers may invite any or all of the additional co-opted office-bearers without portfolio and members of the Editorial Panel to attend meetings of the Executive Committee as observers, with speaking rights but without a vote.

**9. OFFICERS:**

The officers of the Society shall consist of a President, up to two Vice-Presidents, the immediate past president, a Journal Editor-in-Chief, a Newsletter Editor, a Secretary and a Treasurer. The officers shall have the power by consent among themselves to co-opt as necessity demands from among the members a Deputy Editor, Deputy Secretary and a Deputy Treasurer, as well as additional members as office-bearers without portfolio. In the case of dissent over the appointment of a Deputy Editor, Deputy Secretary or Deputy Treasurer, or the appointment of additional office-bearers, the officers of the Society shall vote and the matter shall be carried by a simple majority with the Chairman having the casting vote. The Editors at their sole discretion may co-opt members to serve on the Editorial Board.

**10. ELECTION AND APPOINTMENT OF OFFICERS:**

The nomination of officers shall take place every second year by ballot through the post or e-mail. All full members shall be invited to nominate officers at least eight weeks before the Annual General Meeting. Nominees for President/Vice Presidents shall have been full members for at least five consecutive years prior to nomination. Members shall cast up to three separate votes for the combined office of 'President/Vice-President' of the Society. The nominee who receives the most votes for the office of 'President/Vice-President' shall be declared the President, and the Vice-President(s) shall be those nominees who, respectively, receive the next highest number of votes.

The votes are to be counted by at least two members of the Executive Committee and the result of the ballot shall be declared at the Annual General Meeting and in the event of ties, the matter shall be decided by secret ballot at the Meeting. The Secretary, Treasurer and Newsletter Editor will be appointed by the Executive Committee. The Treasurer's term must preferably coincide with the financial year.

The Journal Editor-in-Chief will also be appointed by the Executive Committee in terms of Clause 11. All journal appointments are for 4 years, as detailed in 11. JOURNAL EDITOR-IN-CHIEF, DEPUTY EDITOR AND EDITORIAL BOARD.

## **11. JOURNAL EDITOR-IN-CHIEF, DEPUTY EDITOR AND EDITORIAL BOARD:**

The Society's journal plays a central role in promoting entomology in Africa and communication between entomologists and was one of the reasons for the Society's establishment. The journal must be of a high standard in terms of the research that is accepted for publication (maintained by rigorous peer-review), and in relation to the technical and visual presentation of articles. The journal must also reach as wide an audience as possible. The Journal Editor-in-Chief, Deputy Editor and Editorial Board play an essential role in achieving these goals.

### **A. Journal Editor-in-Chief**

- i. The Editor-in-Chief receives manuscripts, forwards manuscripts to the most appropriate member of the Editorial Board to handle the peer review process, has the ultimate decision on acceptance of manuscripts, communicates the outcome of peer review to authors, makes minor changes to the text of accepted manuscripts, appoints and reviews membership of the Editorial Board, and guarantees the quality of the final published product.
- ii. The Editor-in-Chief reserves the right to reject papers without review if they are not appropriate for the journal. In addition, studies that are fundamentally flawed or not written with a suitable standard of English may also be rejected without review. In each case, the Editor-in-Chief must communicate clearly to authors the reason for rejections without review.
- iii. The Editor-in-Chief must have expertise reflective of the Journal, have experience as an Editorial Board member or subject editor and in reviewing manuscripts, and demonstrate an excellent level of written English and attention to detail.
- iv. The Editor-in-Chief reports to the Executive Committee at meetings throughout the year and to members at the Annual General Meeting.
- v. The minimum term of the Editor-in-Chief is four years, but the Editor-in-Chief may not serve more than two consecutive terms.
- vi. During the full term of the Editor-in-Chief, a Deputy Editor must be appointed, with consent of the Executive Committee, who can deputize for the Editor-in-Chief when required and can be considered for succession as Editor-in-Chief.
- vii. At the beginning of each four-year term, the Editor-in-Chief must renew the members of the Editorial Board. Performance of Editorial Board members must be reviewed annually by the Editor-in-Chief based on timeliness of completion of peer-review and quality of the recommendations given. The Editor-in-Chief reserves the right to remove an Editorial Board member from the Editorial Board for unacceptable performance but must clearly communicate the reason for doing so to the Executive Committee immediately and the Editorial Board member concerned.
- viii. Costs associated with production of the journal will be covered in full by the Society.
- ix. Free membership of the Society will be granted during the term of the Editor-in-Chief. An honorarium to a value deemed appropriate by the Executive Committee will be

paid annually during the term of the Editor-in-Chief and must be used to attend the Annual General Meeting at the biennial ESSA scientific congress and represent the ESSA at international scientific meetings.

- x. The Editor-in-Chief may not submit manuscripts to the Journal to avoid any perception of bias but is encouraged to remain active in research and publish in other journals to maintain a reputation in the relevant field.
- xi. The name of the Editor-in-Chief will be associated with the Journal.

#### B. Deputy Editor

- i. The Deputy Editor plays a key role in production of published articles. The Deputy Editor is a member of the Editorial Board so plays a role in the peer-review process.
- ii. The Deputy Editor must have expertise reflective of the Journal, have experience as an Editorial Board member or subject editor and in reviewing manuscripts, and demonstrate an excellent level of written English and attention to detail.
- iii. The Deputy Editor may take over the role of Editor-in-Chief at the end of the term of the latter. If the Editor-in-Chief is not available, the Deputy Editor will deputize for the Editor-in-Chief in their absence.
- iv. Free membership of the Society will be granted during the term of the Deputy Editor. An honorarium to a value deemed appropriate by the Executive Committee will be paid annually during the term of the Deputy Editor and must be used to attend the Annual General Meeting at the biennial ESSA scientific congress and represent the ESSA at international scientific meetings.
- v. The Deputy Editor may submit manuscripts to the Journal but they will be handled by the Editor-in-Chief to avoid any perceptions of bias.
- vi. The name of the Deputy Editor will be associated with the Journal.

#### C. Editorial Board

- i. The individuals comprising the Editorial Board are responsible for the timely peer-review of manuscripts received from the Editor-in-Chief. They make a recommendation to the Editor-in-Chief to accept, ask the author to revise, or reject peer-reviewed manuscripts.
- ii. Editorial Board members must have expertise reflective of the Journal, have experience in reviewing manuscripts, and demonstrate a good level of written English. They will be appointed by the Editor-in-Chief based on their expertise and after having assessed their capacity to undertake editorial work.
- iii. Editorial Board members are appointed to the Editorial Board by the Editor-in-Chief for a term of four years. They may be removed from the Editorial Board by the Editor-in-Chief following annual review of performance.
- iv. Editorial Board members may submit manuscripts to the Journal but they will be handled by the Editor-in-Chief or Deputy Editor to avoid any perceptions of bias.
- v. The name of Editorial Board members will be associated with the Journal and the published articles they handle.

## 12. HEADQUARTERS:

This will be the centre in which the largest number of full members resides. The Secretary and the Treasurer shall reside at headquarters.

**13. GENERAL MEETINGS:**

- A. A general business meeting shall be held annually.
- B. Special business meetings can be called on written application to the President by one tenth of the total members. At any such special business meeting only those matters shall be discussed for which the meeting has been summoned.
- C. Occasional meetings for scientific purposes may be held at the discretion of the Executive Committee as occasions arise.

**14. BRANCHES:**

Branches of the Society may be formed where a number of members desire to do so. Such branches must meet their own local expenses.

**15. AMENDMENTS TO THE CONSTITUTION:**

Amendments or alterations to the Constitution shall be effected in the following manner:

- A. All proposed amendments or alterations must be submitted in writing so as to reach the Secretary at least two calendar months before the Annual General Meeting. Provided that such proposals are considered by the Executive Committee to be in the best interest of the Society, they shall be proposed and voted on at the Annual General Meeting.
- B. Only full members will be entitled to propose and vote on amendments or alterations to the constitution.

**16. OTHER ACTIVITIES:**

Other entomological activities may be undertaken as occasion demands.

**July 2020**