

# Constitution of the Toronto Entomologists' Association

**February 1996**

## **Article 1 - Name**

This association shall be known as the Toronto Entomologists' Association (hereinafter referred to as the TEA).

## **Article 2 - Organization**

The TEA shall be a non-profit educational and scientific organization. The organization shall be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used in promoting its objectives.

## **Article 3 - Objectives**

The objectives of the TEA shall be to advance and disseminate knowledge of insects; to encourage co-operation among entomologists, both amateur and professional; to stimulate public interest in insects, entomology and related fields; to aid in the conservation of insect species and the preservation of their habitats; and to issue publications in support of these objectives.

## **Article 4 - Membership**

Any person with an interest in insects may become a voting member of the TEA upon payment of the membership fee set by the Board of Directors and the general members of the TEA. Additional family members residing at the same address as the voting member may join at a reduced fee. Additional family members may vote but shall not be entitled to receive copies of the publications which are provided to voting members. Students who are enrolled in recognized educational institutions may pay fees at a reduced rate. Scientific, public interest and educational organizations may be members on approval of the Board of Directors, but may not hold office or vote in the election of the Executive Officers. Member organizations may exercise a single vote in all other matters of business except elections.

Honorary membership may be conferred on any person who has performed long and distinguished service in entomology. Proposals for honorary membership shall be made in writing by two members of the TEA and shall be voted on by the Board of Directors. Not more than two (2) honorary members shall be elected in any one year and there shall be not more than ten (10) living honorary members at one time. Honorary members shall be exempt from paying dues but shall have all of the privileges of membership.

## **Article 5 - Board of Directors**

The Board of Directors shall comprise an elected Executive of President, Vice-President, Treasurer, and Secretary, and an uneven (odd) number of other members in good standing. The latter shall be appointed, and may be assigned special duties or positions, by the Executive Officers and shall not exceed five percent (5%) of the total membership. The Board of Directors shall have the power to make and adopt by-laws of the Association, however, single expenditures of more than 25% of a current bank balance shall be brought forward by the Board of Directors and voted on at a general membership meeting.

A minimum of five (5) members of the Board of Directors shall be required to be present to transact business.

The President shall preside at all General Membership and Board of Directors meetings of the TEA. He/She shall not vote on motions except to break a tie.

The Vice-President shall preside at meetings in the absence of the President or at his/her request.

The Treasurer shall collect all moneys payable to the TEA, make all payments for the purposes of the TEA out of funds belonging to the TEA, and keep the books of account of the TEA.

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The Secretary shall maintain a record of proceedings at all Board of Director and General Membership meetings.

### **Article 6 - Elections**

The election of the Executive Officers shall take place every second year at the first fall meeting. The election shall be by majority vote. A tie vote shall be decided by the toss of a coin by two members not running for election. Executive Officers may run for re-election indefinitely. All terms shall begin immediately upon election. Should a member of the governing executive retire before the term of office is completed, the Board of Directors may appoint a member of the TEA to fill the vacancy for the remainder of the term.

### **Article 7 - Nominations**

Nominations for the Executive may be made by any member of the TEA to any member of the Executive or the Board of Directors. Nominated members must be advised of their nomination and must signify their acceptance of the nomination before the election, otherwise their names cannot stand.

### **Article 8 - General Membership Meetings**

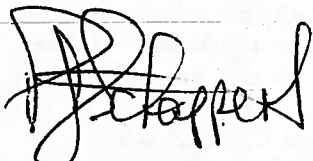
Unless all members are otherwise notified at the beginning of each meeting season, the general membership meetings of the TEA shall be held on the third or fourth Saturday in the months of September, October, November, January, February, March, and April. For matters requiring a general membership vote, ten members shall constitute a quorum.

### **Article 9 - Publications**

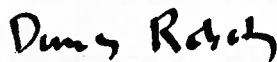
The TEA shall issue annually at least one publication presenting reports of and observations on insects, generally in Ontario. All members in good standing of the TEA shall receive a copy of the publication. Minutes, or a summary, of each general membership meeting, in the form of a newsletter, shall be distributed to all members in good standing.

### **Article 10 - Amendments to the Constitution**

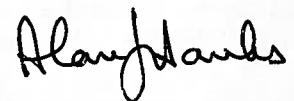
Proposed amendments to the articles of the constitution shall be presented in writing to the Board of Directors by two members in good standing of the TEA. Notice of proposed amendments shall be sent to all members and the amendments shall be adopted by a majority of favorable votes cast in a mail ballot.



**Phil Schappert, President**



**Duncan Robertson, Vice-President**



**Alan J. Hanks, Treasurer**

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# By-Laws of the Toronto Entomologists' Association

February 1996

## 1. Dues

All dues shall be payable by 30 September of each year and shall be deemed in arrears on 30 November of that same year. Members in arrears shall be notified once by the Treasurer. The minutes and annual publications of the TEA shall not be given or sent to any member whose dues are in arrears and their names shall be dropped from the list of voting members. Members six (6) months in arrears shall be dropped from the list without further notification.

The annual dues for members shall be \$20.00, additional family members dues shall be \$5.00 for all additional family members at the same address. The annual dues for Student members shall be \$10.00. Publications other than the annual publication and the newsletter shall be made available to members at cost.

## 2. Cost of Publications

Current Annual publications (i.e. stock on hand): \$10.00 plus postage.

Back-issues of Annual publications: cost plus 10% plus postage.

Special publications: The Ontario Butterfly Atlas (Holmes, *et al.*, 1992) - \$20.00 plus postage.

## 3. Honorary Members

The following Organizations and individuals are honorary members as of the date of this constitution:

The Michigan Entomological Society (1972)

The Entomology Department of the Royal Ontario Museum (1972)

Father J.C.E. Riotte

The Metropolitan Toronto Zoo (1994)

## 4. Collecting Code

The following code of ethics regarding the collecting of insect specimens was adopted by the TEA at a general membership vote and was first published in Occasional Publication #22-90 (1989).

"Code for Insect Collecting" for the TEA, summarized and paraphrased from the "Code for Insect Collecting" issued by the Joint Committee for the Conservation of British Insects in 1971 and also from the statement of the Committee on Collecting policy of the Lepidopterists' Society in the USA.

Benefits of collecting insects:

1. It is a means of introducing people, particularly children, to an awareness and study of an important part of their natural environment.
2. It has an essential role in the elucidation of scientific information, both for its own sake and as a basis from which to develop rational means for protecting the environment and its resources.
3. It is a recreational activity which can be pursued in a manner not detrimental to the environment.

Purpose of collecting:

1. To create a reference collection for study, appreciation and education.
2. To document regional diversity, frequency and variability of species and as voucher material for published records. This includes the important matter of monitoring the fluctuation of populations.
3. To document faunal representation in environments threatened with alteration by man or natural forces.
4. To participate in the development of regional checklists and institutional reference collections. The Canadian National Collection and collections in museums and universities have depended to a large extent on the efforts of amateur collectors.
5. To complement a planned research endeavour.

Ethics of collecting:

1. A collection of adults should be limited to sampling the population concerned.
  2. Insects should be examined while alive, and if not required, released where they were captured.
  3. The same species should not be taken in numbers year after year from the same locality.
  4. Specimens for exchange should be taken sparingly.
  5. Insects should not be collected for commercial purposes; for such purposes they should be reared or obtained from old collections.
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6. Species which are listed as threatened, vulnerable or rare should be collected with the greatest restraint. It is suggested that one pair is sufficient. Likewise, one pair of distinct local forms should also be regarded as sufficient. Species listed as endangered receive legal protection under the Ontario Endangered Species Act and should never be collected.

7. When collecting where the extent or fragility of the population is unknown, great caution and restraint should be exercised.

8. Previously unknown localities for rare species should be reported, e.g. to the editors of the TEA Seasonal Summary, but the exact locality should not be published, only the township or nearest town or village.

9. Light traps: live traps are preferable and should be visited regularly and the catch should not be killed wholesale for subsequent examination.

10. Always respect restrictions and regulations on collecting. Never collect on public lands without obtaining any necessary permits. Always attempt to obtain permission of private landowners before collecting.

11. Cause as little damage to the environment as possible.

12. Rearing from a captive fertilized female, or from pairing in captivity is preferable to taking a series in the field, if for personal collection.

13. Never collect more larvae than can be supported by the available food supply.

14. Insects reared in excess of need should be released in the original locality.

15. Malaise traps probably should not be used by amateurs. In any case, they should be limited to planned studies.

Responsibilities for collected material:

1. All specimens should be preserved with full data attached.

2. All material should be protected from physical damage and deterioration.

3. Collections should be available for examination by qualified researchers.

4. Collections, with their full data, should be willed or offered to an appropriate scientific institution, e.g. a museum or university, in case of lack of space, loss of interest, or death.

5. Type specimens, especially holotypes, should be deposited in appropriate institutions.

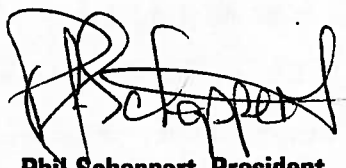
Related activities:

1. Collecting should include field notes regarding habitat, weather conditions and other pertinent information.

2. Recording of observations of behaviour and biological interactions should receive as high a priority as collecting; such observations are particularly welcomed for inclusion in TEA Seasonal Summaries or Newsletters.

3. Photographic records are to be encouraged, but it is emphasized that full data for each photograph should be recorded.

4. Education of the public regarding collecting and conservation as reciprocally beneficial activities should be undertaken whenever possible.



**Phil Schappert, President**



**Duncan Robertson, Vice-President**

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