

## BY-LAWS OF THE QUEENSLAND NATURALISTS' CLUB INC.

2022

### 1) DUTIES OF COUNCIL AND OFFICERS OF COUNCIL

- A) The Council shall supervise the correspondence, receipt and expenditure, select speakers and subjects for Club meetings, fix the time and place of meetings and excursions, generally manage the affairs of the Club.
- B) President – as set down in the constitution and the Act.
- C) Vice-President – as set down in the constitution.
- D) Treasurer – as set down in the constitution and the Act and the provision of financial statements to each Council meeting and in particular shall provide to Council prior to the February Council meeting a list of members with membership fees unpaid for the current membership year.
- E) Secretary – as set down in the constitution and the Act and including: -
  - (a) calling meetings of the Club, preparation of necessary notices and agendas in consultation with the President of the Club; and
  - (b) keeping minutes of each business meeting of the Club and summary notes of addresses given and other activities undertaken at Club meetings at which no formal business is conducted; and
  - (c) keeping copies of all correspondence and other documents relating to the Club; and
  - (d) maintaining the Club's register of members.
- F) Excursion Secretary. The Excursion Secretary shall seek out and recommend to Council possible excursion venues and be responsible for all practical arrangements for those excursions which the Council may decide to conduct.

The Council or the Excursion Secretary may appoint a leader to deputise for or assist the Excursion Secretary for particular excursions, in which cases the Excursion Secretary will acquaint the leader with Club excursion rules and shall provide liaison between him/her and the Council.

The Excursion Secretary shall, as far as reasonably practicable, attend all excursions and arrange for the submission of a report to Council addressing the following matters;

- i. Date and location of excursion;
- ii. Very general description of the ecosystem visited;

- iii. Number of attendees;
- iv. Physical aspects such as prevailing weather, ground conditions, whether the track was easy or hard, shady or exposed, pests and weediness,
- v. worth revisiting or not,
- vi. best time of year to visit
- vii. the other useful information to assist future planning.

The report is to assist in future planning and it is not therefore to be a record of natural history observations.

The Excursion Secretary shall ensure that if he or she is not the leader of an excursion that the delegated leader gives a report to a Club meeting and prepares a report for inclusion "QNC News".

The Excursion Secretary or the delegated leader of an excursion shall ensure that attendance records for each excursion are completed and kept and that any persons attending who are not members of the Club are enrolled as Guest Members.

The Excursion Secretary or the delegated leader of an excursion shall collect excursion fees, which shall be deposited with the Treasurer.

The Excursion Secretary or the delegated leader of an excursion shall be responsible for the maintenance, storage and transport of the Club's property used on excursions.

- G) Editor. The Editor shall, on behalf of the Council, receive contributions intended for publication in "The Queensland Naturalist", arrange for their appropriate refereeing, determine acceptability or otherwise for publication, edit accepted manuscripts, and arrange for the printing of the journal.

The Editor normally shall arrange for the editing and printing of handbooks which Council may from time to time decide to publish.

The Editor shall suggest to Council the names of scientists for consideration for appointment to the Editorial Board.

Council may appoint another member of Council to assist the Editor if deemed necessary.

- H) QNC News Editor. The QNC News Editor shall receive contributions offered for inclusion the publication, determine acceptability or otherwise for inclusion, edit contributions offered and be responsible for the preparation and issue of "QNC News". The QNC News shall be issued not less than 5 times per year, at approximately bi-monthly intervals. The QNC News Editor shall submit a report to each Council meeting.

- I) Librarian. The Librarian shall take charge of the Club's library, receive and access publications, keep an up-to-date catalogue of books and keep a record of books on loan to members. The Librarian may suggest material to be disposed of and the method of disposal.

- J) Lanternist. The Lanternist shall be responsible for the Club's audio visual equipment and for ensuring that it is available when required. The Lanternist shall provide to the Librarian a copy of any material provided in connection with an audio visual presentation given at a Club meeting.
- K) Webmaster. The Webmaster shall be responsible for posting and taking down material on the website, arranging appropriate backup of stored material, arranging appropriate protections and security for the website and stored data, advising Council of systems programs and the like that may be of use and benefit to the Club. The Webmaster responsibilities extend to the like matters concerning email or other means of electronic communication or data transmission.

## 2) PUBLICATIONS

- A) **"The Queensland Naturalist"**. The purpose of "The Queensland Naturalist" is to publish Presidential Addresses when given, the CT White Memorial Lectures, the Annual Reports, proceedings and worthwhile papers on any aspect of natural history, particularly contributions from members and papers relevant to the activities of the Club.

Each volume of "The Queensland Naturalist" will normally consist of 2 issues each containing 3 parts and published within a single calendar year. A guide to authors shall be included in each issue.

- B) **Editorial Board**. The Club shall maintain an Editorial Board to assist the Editor. The Board shall comprise the Editor and two scientists approved by Council. The Editor may call upon the Board to provide advice on an as-required basis to assist the Editor in the discharge of the Editor's responsibilities. The Editorial Board shall decide any disputed issue by majority.
- C) **"QNC News"**. The "QNC News" shall contain, excursion details and reports, book introductions or reviews, nature notes and news and items of interest to members.
- D) **Occasional publications**. The Club may publish books, handbooks, guides and articles on natural history subjects as Council from time to time shall determine.

## 3) THE LIBRARY

The Club shall maintain a library of natural history publications for the use of members.

## 4) RIGHTS OF MEMBERS

- A) All members and their guests shall be entitled to be present at all monthly Club meetings at which no formal business is to be conducted.
- B) Subject to Rule 5(d) of the Constitution club members shall be entitled to be present at meetings of the Club at which formal business is to be conducted.

- C) All members except Guest members shall be entitled to receive a hard copy of “The Queensland Naturalist” and should they so select a hardcopy of the “QNC News”. Where 2 or more members are recorded in the Club’s records as having the same postal or residential address only one hard copy of each publication shall be delivered to one common address. Members not electing to receive a hardcopy of the “QNC News” shall be entitled to receive an electronic copy of the QCN News.
- D) Attendance at excursions will normally be restricted to members including Guest members although there will be occasions when an outside host, expert or a representative of another organisation or authority will accompany and guide the excursion. The Club may hold a joint excursion with another like-minded Club. In such cases each club will be responsible for its own members. The Club may refuse to allow a member to participate in an excursion where the leader reasonably believes the member might be unable to safely complete the excursion in a timely way.

5) Life membership.

- A) A written submission supporting a nomination for life membership shall be considered by Council. The number of life members shall not exceed 20 until otherwise determined by Council.

6) **GENERAL**

A) **Membership list.**

- (1) The Secretary must keep a register of members of the Club and shall supply up-to-date membership lists as required to the President, Treasurer, Editor and the QNC News Editor.
- (2) The register must include the following particulars for each member:-
  - (a) the full name of the member;
  - (b) the postal or residential address of the member
  - (c) if the member has an email address the email address of the member
  - (d) the date of admission as a member;
  - (d) the date member’s membership ended;
  - (e) details about the termination or reinstatement of membership;
  - (f) any other particulars Council or the members at a general meeting decide.

B) **Membership fees**

(1) **Fee Concessions**

- (a) Where two or more members are registered at the same postal or residential address on the due date for payment of annual fees the amount

payable (if any) by each member shall reduce to 80% of the annual fee for that year.

- (b) A fee waiver for the first year of membership shall be allowed for any speaker who addresses a Club meeting and who applies for and is admitted to membership within the following two month period.

(2) **Payment of Membership Fees**

The membership year for each member commences on 1 July and ends on 30 June in the following year.

Membership fees become due and payable on the first day of the membership year.

If a member joins before 31 December in any year then full fees (but subject to any fee concession to which the member may be entitled) are payable by the member for the membership year ending 30 June the following year.

If a member joins on or after 1 January in any year then half of the annual membership fee (but subject to any concession to which the member may be entitled) shall be payable by the member for the membership year ending 30 June in that year.

Under rule 7(6) of the Constitution a member shall be unfinancial if the applicable membership fee is not paid by 31 December in that membership year.

Rule 9(3)(c) of the Constitution Council may terminate a member's membership if membership fees are in arrears for at least 6 months.

Members shall be notified after payment of membership fees has fallen into arrears for 7 months or more that they will not be supplied with copies of the QNC News and The Queensland Naturalist and further that they may have their membership terminated.

- C) **Old Club records** shall at the discretion of Council be deposited at the Fryer Library of the University of Queensland subject always to acceptance by the Library and if rejected then disposed in a manner determined by Council.
- D) **Rate of reimbursement** for reconnaissance fees may be decided by Council from time to time on a case by case basis. The fees shall be paid for no more than one return trip in connection with each excursion except in special circumstances as determined by Council.
- E) **Support for other organisations** and activities. The Club will not donate to another organisation nor become a member of another organisation unless a benefit considered

by Council to be an important benefit is to be obtained (such as favourable insurance terms).

Further the Club will not involve itself in conservation issues except in those cases where Council has determined the Club is qualified to express an informed opinion and it is in the Club's best interests to express that opinion.

The Club may make representations on conservation matters to political parties or their representatives but will take no position with regard to the support of or opposition to any political party.

- F) **Elections.** Where elections are required to be conducted, they shall be conducted by secret ballot. The person conducting the election ("the officiating officer") shall appoint two members ("tellers") who are not standing for election to any position to be decided at the meeting, to distribute and collect voting papers. The votes for each position shall be tallied by the tellers and the result reported in writing to the officiating officer who shall announce the result.

## 7) **EXCURSION/CAMPING RULES AND COLLECTING CONDITIONS.**

- A) **Participants** are expected to give full co-operation at all times to the Excursion Secretary and/or her or his delegate appointed to lead any excursion. This includes registering with the leader and giving contact details. Participants are responsible for their own safety and needs, for example having suitable shelter, clothing, food, water, medical and first aid.
- B) **Neither the Club nor any of its Councillors or delegates accept responsibility for damage or loss** to participants, or to their property, when participating in any excursion.
- C) **Campsites**, other venues and associated facilities must be left clean and tidy. All rubbish generated **anywhere**, including stopping places during walks, must be properly disposed of using camp facilities or taken home.

**On private property:** – all gates must be left open or closed as found. Disturbance of farm or other domestic animals must be avoided. The privacy and property of the host must be respected, including non-wasteful use of water. Vehicles must be used, cleaned and driven as instructed by the property owners or their representatives and subject thereto by the excursion leaders.

- D) **All human waste** must be buried, at least 15 cm deep and well away from tracks, campsite, watercourses and drainage channels. Camp toilets must be used when provided.

Bathing or washing of cooking equipment or clothes must always be done well away from the streams and lakes and dams. Waterways, including dry ones, must be kept free of all pollutants like soap, detergents, shampoo and food scraps.

- E) **Fires** must only be lit, contained, fuelled and managed as permitted by any competent authority having jurisdiction and additionally on private property, by the landowner. Appropriate precautions must be exercised to prevent the spread of any fires. The fireplace area should be restored as far as possible to its original condition. Using fuel stoves is encouraged to minimise the risk of bushfires and environmental degradation.
- F) **Children.** The Club does not cater for children and is not in a position to accept responsibility for their care, supervision or wellbeing. When children are present at Club meetings, excursions or functions of any kind they remain the sole responsibility of their parent(s) or other adult who brought them and who shall be at all times responsible for them.
- G) **No pets** are to be taken on excursions.
- H) **Radios etc.** must not be audible to other participants.
- I) **When travelling in convoy** each driver must make themselves aware of the final destination. Each vehicle in turn must wait for the following vehicle at all turn offs. Traffic rules, and in addition courtesies such as minimization of dust, are to be observed.
- J) **Participants wishing to leave an excursion** must advise the excursion leader or another responsible person when they intend to leave and whether or not they intend to rejoin the excursion and if so give an estimate of when they expect to return.
- K) **Collection of specimens and artifacts:** members may collect or interfere with specimens or artefacts only where permitted by Local, State or Commonwealth laws and then only in accordance with the terms of the relevant legislation, licence or permit. Additionally, on private property, the permission of the landowner must be obtained. The following Acts particularly apply:

*Aboriginal and Torres Strait Islander Heritage Act 1984 (Cth)*

*Environment Protection and Biodiversity Conservation Act 1999 (Cth)*

*Aboriginal Cultural Heritage Act 2003 (Qld)*

*Environmental Protection Act 1994 (Qld)*

**Where permits have been obtained** and collecting is undertaken, it should be carried out discreetly, and not in sight of the public.

Care should be taken at all times not to cause unnecessary disturbance to flora and fauna.