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**University of Maryland
Entomology Student Organization**

Bylaws

May 20, 2005

Preamble

1. These Bylaws serve as a governing document of the Entomology Student Organization (ESO); and are an addition to the existing Constitution.
2. Bylaws are a set of governing rules and regulations, which exist to provide structure and guidelines for the organization.

Article 1

A. Additional ESO Positions

1. Graduate Student Government (GSG) Representative(s)

Definition of position. In accordance with the University's Graduate Student Government (GSG) constitution, each departmental program is allowed one (1) representative for every one hundred (100) graduate students or portion thereof. Departmental representatives are ensured voting rights in general GSG assembly meetings. The GSG representative(s) may serve unlimited consecutive terms. Current members of other Executive Committee positions may fill the GSG representative(s) office(s).

Duties and Responsibilities. It shall be the duties and responsibilities of the Graduate Student Government Representative(s) to:

1. Serve as the representative(s) for the Department at Graduate Student Government (GSG) assembly meetings each month and duly report to the graduate student body any issues that may require graduate student notification or input.
2. Serve each on at least one GSG committee during their term as defined by the GSG.
3. Serve each a term of one (1) year on the GSG assembly calendar.
4. shall vote yea, nay, or officially abstain on all issues for which he/she may participate.
5. Facilitate transition of office by organizing files of relevant material for transfer to the GSG representative(s)-elect at the conclusion of his/her/their term(s).
6. Other duties and responsibilities may be provided by the bylaws (see Article 7).

Article 2

A. Ad Hoc Committees.

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1. Social Affairs Committee

The Social Affairs Committee may accept volunteers or duly request aid in completing tasks for ESO sponsored events. The Social Chair shall create and chair the Social Affairs Committee when he/she deems necessary.

2. Award Selection Committee

The President may create and chair the Award Selection Committee (ASC) when he/she deems necessary. The President will not be a voting member of the ASC.

3. Grant Selection Committee

The Treasurer may create and chair the Award Selection Committee (GSC) when he/she deems necessary. The Treasurer will not be a voting member of the GSC.

Article 3

A. Additional Duties and Procedures of the Assembly

1. The Assembly, by a majority vote of its total present and voting membership, may bring impeachment proceedings before the Assembly for any just cause, including but not limited to neglect, unsatisfactory performance, or misrepresentation of duty against appointed or elected officers of any class, branch of the ESO.

a) Upon the approval of impeachment proceedings, an *ad hoc* committee dedicated for the sole purpose of administering said impeachment proceedings shall be convened. The committee shall be known as the Impeachment Committee.

b) The Chair of the Impeachment Committee shall be elected by a majority vote of the total present and voting membership of the Assembly. This position shall be non-voting in all impeachment proceedings.

c) The Chair of the Impeachment Committee shall randomly select three (3) voting members of the Assembly to serve on the Committee, all of whose terms shall be commensurate with the duration of the impeachment proceedings.

d) The Impeachment Committee shall be charged with the unbiased investigation of all matters related to the impeachment charges.

e) The investigation shall consist of no less than an interview with the impeached party, an interview with the impeaching party, and the gathering of supporting documentation and other such evidence to be presented to the Assembly. If any of the above mentioned parties are unavailable for interview, that

- 104 information can be taken into account and should be presented
105 to the Assembly.
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- 107 f) All proceedings of the Impeachment Committee shall not be
108 open to the public, and shall remain confidential.
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- 110 g) Impeachment proceedings shall commence no more than
111 one (1) month from the time that the Impeachment Committee
112 is formed, unless the Assembly votes in favor of extension.
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- 114 h) At said meeting of the Assembly, the Impeachment
115 Committee shall present the findings of its investigation, the
116 impeached party shall present its defense, and the Assembly
117 shall engage in debate.
- 118
- 119 i) The Assembly, by a two-thirds (66%) vote of its total present
120 and voting membership, shall remove the impeached party
121 from its position(s). If a party is impeached, they shall be
122 barred from ESO officer positions and attending Assembly
123 meetings for one (1) year. However, impeached parties may
124 attend Assembly meetings if invited by the Assembly.
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- 126 j) If, through the course of investigation, the Impeachment
127 Committee finds that the impeachment proceedings are
128 dependent on pending legal matters, the situation shall be
129 reported to the Assembly. The Assembly, by a majority vote of
130 its total present and voting membership, shall then decide to
131 continue the impeachment proceedings.
- 132

133 **Article 4**

134 **A. Funds Distribution for 2004 Cicada Maniacs**

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- 137 1) Benefiting Members. Each member of the 2004 Cicada Maniacs +
138 one (1) 2004 ESO Officer (see below) is eligible for a one time award
139 disbursement. Awards are valued at three hundred dollars (\$300).
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- 141 2) Period of Eligibility. Each Member Listed will have until the end of
142 December 2005 to apply for these funds. After December 2005,
143 unclaimed funds will be made available for general ESO use. Open
144 period for application will begin in June 2005. Items eligible for
145 disbursement may be backdated to February 2004.
- 146
- 147 3) Use of Funds. Funding for this award may be applied to expenses
148 directly related to research and extension/outreach activities. Funds
149 from this award may be applied to travel expenses to societal
150 meetings, invited talks, or related professional opportunities. Funding
151 is not strictly limited to travel expenses, but documented justification
152 of non-travel expenses must be submitted at the time of application
153 for approval.
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- 155 4) Application Process. Each member listed below must submit a letter
156 of application to the ESO Treasurer for approval. This letter should

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contain line item expenses for each good or service acquired for research or extension/outreach activities, up to three hundred dollars (\$300). Original receipts must accompany each line item at the time of application. Receipts must be dated between February 2004 and December 2005.

5) Acceptance Process. Upon approval by the ESO Treasurer, a member will receive an award letter and instructions for reimbursement.

6) Benefiting Members.

2004 Cicada Maniacs

- Holly Menninger
- Andrew Sensenig
- Robert Ahern
- Rebecca Waterworth
- Rachel Goeriz
- Julie Byrd
- Megan DeOcampo
- Carlo Moreno
- Steve Frank
- Jenna Jadin
- Jessica Hines
- Ian Kaplan
- Hans Lemke
- Libby Jewett
- Kreshnik Bejleri

2004 ESO Officers

- Robert Smith

Article 5

A. Funds Distribution for ESO Awards and Grants

1. Types of Awards

a. ESO Award for Excellence in Extension and Outreach

The purpose of the Award for Excellence in Extension and Outreach is to promote service in these areas by graduate students. This award recognizes significant contributions in a wide range of extension and outreach activities. Up to one award will be given each year and will be presented at the first Departmental Colloquium of the year. The funds accompanying this award will be subject to rules of disbursement as per the business department for travel and expenses. This award will be valued at two hundred and fifty dollars (\$250). Applications

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will be due August 1 of each year and will follow the application and selection criteria below.

b. ESO Travel Grant

The purpose of the ESO Travel Grant is to support graduate students presenting their own research findings at local, national, or international scientific/societal meetings. Over the next five (5) years (2006 – 2010), travel grants will be available to graduate students via the application and selection processes outlined below. There is no limit to the number of applicants. Travel awards will be valued at two hundred and fifty dollars (\$250), and a maximum of (3) grants will be awarded per calendar year. One (1) opportunity per calendar year for grant application will be allotted, with a submission deadline of March 1st of each year. Travel Grant Award Announcements will include beginning and ending dates for travel activities that may be considered for award.

2. Eligibility of Awards and Grants:

Any individual who is currently a qualifying member of the ESO (as per the ESO Constitution) is eligible for a Travel Award.

3. Priority of Applicants for Travel Grants.

Applications will receive higher priority if the applicant:

- a. has not received this award previously
- b. has applied for or been awarded the Graduate School’s Jacob Goldhaber Award*. Note: Higher priority will be given to those applications that have applied multiple times and not been awarded. This rank priority rule is in effect as long as the Jacob Goldhaber Travel Grant is available.

*The UM Graduate School’s Jacob Goldhaber Travel Grant. For more information, see:

<http://www.vprgs.umd.edu/fellowship/travelgrants.htm>

- c. is paying matching funds out of their own pocket (i.e. no faculty / department support). Note: matching funds may come from travel grants awarded solely to members.

B. Distribution Procedures for Awards and Grants

- Sections:**
- 1) Application
 - 2) Selection
 - 3) Acceptance

1) Application Process:

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- Sections:** A) Matching
B) Submission
1. Extension / Outreach Award
2. Travel Grants

A) Matching. Travel Grant Funds must be matched. Documentation of fund matching may include: an FRS* number and accompanying signed document by the account holder / signatory. (*Note: FRS = Financial Records System)

B) Submission. Complete application packets must contain the following materials:

1. Extension / Outreach Award

- a) **Application Form EA-1.** [attached]
- b) **Curriculum vitae.** Two (2) pages maximum, recent contributions only (4 copies)
- c) **Cover Letter.** Why do you deserve this award? (e.g. significance of contributions) (4 copies)

2. Travel Grants

- a) **Application Form TG-1.** [attached] (includes ranking questionnaire) (4 copies)
- b) **Documentation of matching / non-matching.** (via advisor(s) letter) (1 copy)
- c) **Documentation of Jacob Goldhaber Travel Award.** (acceptance/rejection letters, if applicable) (1 copy)
- d) **Curriculum vitae.** Two (2) pages maximum, recent contributions only (4 copies)
- e) **Abstract of paper/presentation.** (must include results/conclusions, limited to three hundred (300) words) (4 copies)

2) Award and Grant Selection Process:

- Sections:** A) Award and Grant Administration
B) Ranking Rules
C) Evaluation
D) Final Selection

A) Award and Grant Administration.

1) Extension / Outreach Awards.

For each round of award consideration, the President will chair an *ad hoc* Award Selection Committee (herein referred to as the ASC), and will not be a voting member. The voting members of the ASC should be

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comprised of no fewer than two (2) members, and one (1) departmental extension faculty member. The ASC will judge all application packets (herein referred to as "packets"), and will make a decision regarding the selection of the award recipient. All deliberations and decisions of the ASC will be confidential and not eligible for review. See Extension and Outreach Form EA-1 [attached] for application and evaluation information.

2) Travel Grants.

For each round of grant submission, the Treasurer will rank application packets (herein referred to as "packets") according to priority. If ranking is not necessary (i.e. fewer or equal number of packets to awards available), then awards may be issued directly by the Treasurer. If ranking is necessary, the Treasurer will rank all packets (see below). In this case, the Treasurer will chair an *ad hoc* Grant Selection Committee (herein referred to as the GSC), and will not be a voting member. The voting members of the GSC will be comprised of no fewer than three (3) ESO members, and may include at least one (1) ESO officer. Each voting member will rank packets they receive in order of highest to lowest quality based on the criteria in section C (below).

The Treasurer will randomly select ESO members from a member pool for nomination to the GSC. The member pool may be comprised of members who may or may not be currently applying for travel grants, although a first order pool will be established that contains all members not currently applying for award. Nominated candidates accepting bids will be appointed by the Treasurer to evaluate all priority submissions.

In an Evaluation phase, voting GSC members will receive packets of similar priority rank for consideration. Ranking will be considered by each voting member in the final judging of packets for award.

B) Travel Grant Ranking Rules.

If priority ranking is necessary (i.e. number of packets exceeds grants available), priority will be defined by the following criteria:

Priority Ranking Criteria. A maximum priority rating of five (5) is possible for this scheme.

- a. Not received grant before? = +1
- b. Received grant more than once? = -1
- c. Applied for Goldhaber (GH) 1 time & not received? = +1

368	d. Applied for GH >1 or Awarded GH?	= +1
369	e. Paying matching funds out of pocket	= +2
370	(i.e. no faculty / dept. support)	
371	f. Application for second meeting (or more)	
372	during eligible period?	= -1
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C) Grant Evaluation.

Voting members of the GSC shall evaluate all packets or a subset of packets (The Treasurer may appoint additional evaluators if necessary to lessen burden of evaluation). Upon completion of evaluation, voting members must assign a total sum of points to each packet. In the case where multiple packets receive equally high marks, the voting member must re-evaluate those packets and identify a single packet to receive the highest mark. Each packet will be evaluated by at least two (2) voting members, in order to establish a mean score to be used in final selection by the Treasurer (see section D).

For each packet, voting members shall award points for each category of assessment, and will sum all points earned in each category in the "Final Score" box of the Evaluation Form (TG-1) [attached].

Categories for assessment. Voting members shall use integers only for scoring):

This system treats each point equally, so priority ranking has less overall influence than other potential measures of quality (items 1-3 below).

a. Quality of CV. (Rank 1-4, 4 highest)

Relative to other CVs in each consideration group, has this applicant regularly contributed (considering time at UM, at other programs)?

b. Contribution of presentation to applicant's CV. (Rank 1-4, 4 highest)

Relative to other packets, how much does this presentation enhance the present CV?

c. Quality of Presentation Abstract (Rank 1-4, 4 highest)

Does this Abstract include clear elements of good research (informative and accurate, proof read, includes results and conclusions)?

d. Priority Rank: value previously obtained from Priority Ranking (section B above)

D) Final Selection.

The Treasurer will average the "Final Scores" for each packet judged by GSC members. The Treasurer will issue final award

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letters to grant recipients. The following procedures will apply to select the recipients of final awards.

Scenarios:

1. **(One 1st, 2nd, and 3rd place packets):** the top three packet will automatically be awarded
2. **(Multiple packets with equal final scores in the 1st, 2nd, or 3rd, place positions)**

If the case arises where multiple packets are assigned equal final scores (equal packets), and the number of equal packets (plus any single 1st and 2nd place packets, if applicable) exceeds the total number of awards allotted, the Treasurer will redistribute equal packets to at least two (2) new GSC members for evaluation (see section C above). After evaluation of the redistributed packets, the Treasurer will again average the "Final Scores" to select the final award recipients. If there is again a need to repeat redistribution then the Treasurer may do so.

3) Award and Grant Acceptance:

Once awards or selected grant packets have been approved by the Treasurer, and accepted, recipients may receive funds through one of the two following ways:

Travel Grants:

1. If the recipients' advisor or any other faculty member will match funds from an FRS account, then all expenses must be paid directly from the faculty member's departmental account, after which Travel Grant funds will be reimbursed to the faculty members FRS account. Be sure to complete the out-of-state travel form prior to travel, if applicable.
2. If you will receive no departmental matching funds (no FRS source) then you will be able to submit your travel receipts to the business department and will be reimbursed directly. Be sure to complete the out-of-state travel form prior to travel, if applicable.

Awards:

Funds allotted for awards must be received via reimbursement for professional activities as defined by the department. Items eligible for reimbursement include most travel and research expenses. If reimbursing for out-of-state travel costs, be sure to complete the out-of-state travel form prior to travel. If reimbursing for non-travel items, be sure to complete an expense statement and submit original receipts at the time of request submission.

[END BYLAWS]