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**University of Maryland
Entomology Student Organization
Constitution**

May 20, 2005

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PREAMBLE

We, the graduate students of the Department of Entomology at the University of Maryland College Park, in order to secure and protect the rights of all graduate students in this department, do hereby ordain and establish the constitution of the graduate student body, and in so doing, outline a graduate student body organization charged with serving and representing graduate students under a unified organization.

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ARTICLE 1: PURPOSE

1. **Name**

The name of this organization shall be the Entomology Student Organization of the University of Maryland College Park (herein referred to as "ESO").

2. **Purpose**

1. It shall be the graduate student organizational body for implementing the objectives set forth in the Preamble, subject only to the laws of our state, and the nation, and the right of review by the Chair of the Department of Entomology, Dean of the College of Chemical and Life Sciences, and the President of the University of Maryland College Park, or his/her specifically designated representative.
2. It shall formulate policies promoting and governing the activities and welfare of graduate students of the Department of Entomology (herein referred to as "department") at the University of Maryland College Park (herein referred to as "university").
3. It shall serve as a formal conduit of communication between graduate students and the faculty of the department, and it shall advise the Graduate Director, the Chair, the Faculty Committee, and the Faculty Advisory Committee (herein referred to as "FAC") of the department on the graduate student viewpoint concerning all matters affecting graduate student life.
4. It shall be responsible for generating funds to support ESO programs, and it shall be responsible for the allocation of accumulated of funds.
5. It shall be the graduate student organizational body for unifying the academic and social community of graduate students in the Entomology Program (herein referred to as "ENTM") and related programs.
6. It shall act to improve the quality of education and enhance the quality of life of the graduate student body.

48 **ARTICLE 2: MEMBERSHIP**

- 49 1. All graduate students, by virtue of their current enrollment in an active
50 graduate program at the University, and advised at least in part by a
51 departmental line, are members of the ESO and are granted all the rights and
52 privileges of this Constitution.
53 2. The ESO shall be comprised of the executive (herein referred to as
54 "Executive") and legislative (herein referred to as "Assembly") branches. The
55 duties and responsibilities of these branches are set forth in this Constitution,
56 which powers cannot be increased or decreased except by amendment to this
57 Constitution.
58 3. All members shall be entitled to one (1) vote in general and special elections,
59 as well as serve in officer positions of the ESO. Any member has the right to
60 call for a department-wide referendum / recall election, provided that a
61 petition signed by at least one-twentieth (5%) of the total ESO membership is
62 submitted to the president and the FAC representative, as well as any other
63 member(s) of the Executive as desired by the petitioner, within seven (7)
64 days of election results notification.

65 **ARTICLE 3: THE EXECUTIVE COMMITTEE**

66 1. The Executive Committee shall contain the following offices:

- 67 ▪ A) President / Faculty Representative
68 ▪ B) Faculty Advisory Committee (FAC) Representative
69 ▪ C) Treasurer
70 ▪ D) Social Chair

71 Other offices may be created as provided in the bylaws (see Article 6).

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73 **A) Duties and Responsibilities of the President**

74 The President / Faculty Representative shall be the Chief Executive Officer of the
75 organization. It shall be the duties and responsibilities of the President to:

- 76
77 1. Represent graduate students at faculty meetings each month and duly
78 report to the graduate student body the topics that were discussed,
79 and any issues that may require graduate student input. The president
80 is guaranteed a full vote on all departmental issues not related to
81 appointment, promotion, and tenure (see Department of Entomology
82 Faculty Plan of Governance). The president shall vote yea, nay, or
83 officially abstain on all issues for which he/she may participate.
84 2. Organize and oversee the elections of members of the Executive
85 Committee and any representatives to the Assembly.
86 3. Nominate and, with the advice and consent of the Assembly, appoint
87 all non-elected Executive officials and committee chairs.
88 4. Appoint and remove, with the advice and consent of the Assembly, all
89 program heads.
90 5. Recommend graduate students for appointments to, or removals from,
91 department-wide councils, committees, and boards.
92 6. Sign or veto, within ten (10) University working days all bills,
93 resolutions, Constitutional amendments, bylaws, and budgetary
94 allocations passed by the Assembly. The President's failure to act

- 95 during this specified time shall be deemed approval of such legislation.
96 The Assembly may override any presidential veto by two-thirds (66%)
97 vote of its total present and voting membership.
98 7. Preside over the Assembly.
99 8. Facilitate transition of office by organizing files of relevant material for
100 transfer to the President-elect at the conclusion of his/her term.
101 9. Other duties and responsibilities may be provided by the bylaws (see
102 Article 7).
103

104 **B) Duties and Responsibilities of the Faculty Advisory Council**
105 **Representative**

106 It shall be the duties and responsibilities of the Faculty Advisory Council (herein
107 referred to as "FAC") Representative to:

- 108 1. Represent graduate students at meetings of the FAC and duly report to
109 the graduate student body any issues that may require graduate student
110 notification or input. The FAC representative is guaranteed a full vote on
111 all FAC issues not related to appointment, promotion, and tenure (see
112 Department of Entomology Faculty Plan of Governance). The FAC
113 representative shall vote yea, nay, or officially abstain on all issues for
114 which he/she may participate.
115 2. Serve as President pro tem, if, for any reason, the office becomes vacant,
116 or when requested by the Executive Committee to serve in the President's
117 absence.
118 3. Perform such duties as the President may assign him/her in the
119 administration of the Executive.
120 4. Facilitate transition of office by organizing files of relevant material for
121 transfer to the FAC Representative-elect at the conclusion of his/her term.
122 5. Other duties and responsibilities may be provided by the bylaws (see
123 Article 7).

124 **C) Duties and Responsibilities of the Treasurer**

125 It shall be the duties and responsibilities of the Treasurer to:

- 126 1. Be solely responsible for maintaining account funds and records of the
127 ESO.
128 2. Prepare budgets for programs and events, as well as for proposed
129 programs that may be considered by the Assembly.
130 3. Order the disbursement of ESO funds as directed by the Assembly.
131 4. Solicit applications for ESO award programs.
132 5. Perform such duties as the President may assign him/her in the
133 administration of the Executive.
134 6. Facilitate transition of office by organizing files of relevant material for
135 transfer to the Treasurer-elect at the conclusion of his/her term. This will
136 specifically include: (1) an executive summary of deposits and
137 withdrawals from any accounts, as well as (2) all sequentially ordered
138 bank statements issued during his/her term.
139 7. Other duties and responsibilities may be provided by the bylaws (see
140 Article 7).

141 **D) Duties and Responsibilities of the Social Chair**

142 It shall be the duties and responsibilities of the Social Chair to:

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1. Coordinate and facilitate opportunities for graduate students to formally and informally interact outside of classroom and laboratory environments; specifically to organize and oversee the two (2) main annual social events of the Department (Oktoberfest and Spring Banquet).
 2. Perform such duties as the President may assign him/her in the administration of the Executive.
 3. Facilitate transition of office by organizing files of relevant material for transfer to the Social Chair-elect at the conclusion of his/her term.
 4. Other duties and responsibilities may be provided by the bylaws (see Articles 5 and 7).

153 **2. Voting Rights of the Executive Committee**

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155 Each member of the Executive Committee shall be given one vote in all Executive
156 matters and *ex officio* in Assembly and *ah hoc* Committee matters.

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158 **3. Meetings of the Executive Committee**

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1. The Executive Committee shall meet at least once per term to discuss agenda, including but not limited to: annual events, arising graduate needs, expected departmental faculty and/or staff needs as they pertain to Executive officer and/or member involvement (e.g. departmental review, departmental appointment/candidate searches, etc.). This meeting should include participation of any departmental representatives to the Graduate Student Government (see bylaws).
 2. The Executive Committee shall correspond via email and/or meet if any member of the Executive Committee receives a proposal of amendment, or a petition of initiative, referendum, or recall submitted by any member the graduate student body. In this manner the Executive Committee will serve *de facto* as the Ways and Means Committee, and shall review all proposed legislation before being brought to the Assembly, as well as set the agendas of the Assembly meetings.
 3. Special meetings (including email meetings) may be called at the request of any member of the Executive Committee, and each member of the Executive Committee shall correspond via email or letter at least once within 14 (fourteen) days in response to a call for special meeting. Special meetings may include participation of any departmental representatives to the Graduate Student Government (see bylaws).

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180 **4. Election of members of the Executive Committee**

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182 The election of officers shall take place in general elections each September. All
183 graduate students defined as members shall be eligible to vote in these elections.
184 Those graduate students seeking offices may be nominated by themselves or by
185 another ESO member. Following nominations, a seven (7) day period will be
186 reserved to conduct an anonymity-optional department-wide vote to decide the
187 elections. The candidate who receives a plurality and/or a majority of votes for a
188 given position shall be deemed elected to that office. Any officer may serve unlimited
189 consecutive terms, provided that he/she is elected legitimately. The president, as
190 the elections chairperson, must notify the student body of elections results in order

191 to allow for at least a seven (7) day period prior to transition of position. The
192 president may conduct a run-off election if necessary.

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194 **5. Transition of office for the Executive Committee**
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196 Transition of position from incumbent to elected officers shall take place no more
197 than fourteen (14) days following general elections each September. Each departing
198 member of the Executive Committee shall compile and transfer relevant materials
199 and information to the officer-elect of the same position in a formal meeting that
200 may include any or none of previous or incoming members of the Executive
201 Committee.

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203 **ARTICLE 4: THE ASSEMBLY**

204 **1. Membership and Organization**

205 The Assembly shall consist of three (3) main groups of members:

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 - 207 ▪ A) Graduate Students
 - 208 ▪ B) Administration
 - 209 ▪ C) Non-academic Groups

209 **A) Graduate Students**

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 - 211 1. Members of the ESO as described in Article 2.
 - 212 2. Representatives from any academic graduate student organization or
213 related entity (herein referred to as "non-ESO representatives"). Each
214 organization is entitled to any number of representatives allowed by the
215 presiding officer of the assembly. Non-ESO representatives shall not have
voting rights, but they may contribute freely and openly to discussions.

216 **B) Administration (herein referred to as "administrative
217 representatives")**
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219 Various members of the University's administration may be invited to each
220 Assembly meeting. These include but are not limited to any ESO Faculty Advisor
221 (as chosen by the Assembly, defaults to the Department Chair), the Graduate
222 Ombudsperson, and the Dean of the College of Life Sciences. Administrative
223 representatives shall not have voting rights, but they may contribute freely and
224 openly to discussions.

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226 **C) Non-academic Groups (herein referred to as "non-academic
227 representatives")**
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229 Individuals or groups associated with entities not described above (primarily non-
230 academic), may be invited by a member or members of the ESO. Non-academic
231 representatives shall not have voting rights, but they may attend and contribute
232 to discussions at the presiding officer's discretion.
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234 **2. Meetings of the Assembly**

- 235 1. The Assembly may meet in legislative, special, or emergency sessions,
236 whether in person or via email correspondence. Calls for email meetings of
237 the assembly for the purpose of elections or consideration of legislation must
238 include the period of time for which the meeting is open and official votes
239 may be accepted. To provide for inclusion of all members in email meetings,
240 original emails must be sent to the departmental graduate student listserv.
241 To limit unwanted emails, this listserv address will not be published here, but
242 is available through incumbent ESO officers, as well as departmental faculty
243 and staff.
- 244 2. The Assembly shall meet in a legislative session when legislation is approved
245 for consideration by the Executive Committee by at least a one-half (50%)
246 vote.
- 247 3. Special meetings may be called at the request of any member of the
248 Executive Committee, or by petition signed by at least three (3) voting
249 members of the Assembly.
- 250 4. Legislative sessions shall follow parliamentary procedure as outlined in
251 Robert's Rules of Order, most recent edition. A Parliamentarian may be
252 elected or appointed if necessary. A quorum of at least one-fifth (20%) of
253 members of the legislature must be present/participating in order to conduct
254 official business.

255 **3. Duties and Responsibilities of the Assembly**

- 256 1. All legislative powers granted herein shall be vested in the ESO Assembly.
- 257 2. The Assembly shall have final legislative authority over all petitions of
258 initiative, referendum, and recall submitted by the Executive Committee.
- 259 3. The Assembly may override a presidential veto on any action by a two-thirds
260 (66%) vote of its total voting membership.
- 261 4. The Assembly shall form such standing committees and ad hoc committees as
262 it deems necessary.
- 263 5. The Assembly shall be charged with the investigatory duties of the ESO.
- 264 6. The Assembly, by a majority vote of its total present and voting membership,
265 may bring impeachment proceedings before the Assembly for any just cause,
266 including but not limited to neglect, unsatisfactory performance, or
267 misrepresentation of duty against appointed or elected officers of any class or
268 branch of the ESO.

269 **ARTICLE 5: STANDING AND *AD HOC* COMMITTEES**

270 **1. Standing Committees**

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272 Standing committees may be established as necessary, and shall be
273 administered according to Article 7.

274 **2. Ad Hoc Committees**

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276 *Ad Hoc* committees shall be established as deemed necessary by the bylaws
277 and the Assembly. *Ad Hoc* committees may include but are not limited to:
278 Social Affairs, Budget and Finance, Elections, and Graduate Student Affairs.
279 Other committees may be created as provided by the bylaws.
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282 **ARTICLE 6: BYLAWS**

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284 The Assembly may adopt bylaws such as it deems necessary in keeping with this
285 Constitution. Bylaws shall be adopted, changed or amended by a two-thirds (66%)
286 majority of the Assembly total present and voting membership. The bylaws shall
287 include duties of all standing committees.

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289 **ARTICLE 7: AMENDMENTS AND REVIEWS**

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1. Amendments to this Constitution may be approved by a majority of the ESO's
291 total present and voting membership, provided that at least one-fifth (20%)
292 of the ESO's total membership had voted in elections at the beginning of the
293 current term.

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2. Any member of the graduate student body may propose amendments to this
295 Constitution.

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1. Amendments shall be presented in writing to the president and FAC
297 Representative, who shall disseminate them to the remaining
298 members of the Executive Committee for consideration. Further
299 consideration of proposed amendments must be sponsored by at least
300 one member of Executive Committee (if author is member of the
301 Executive Committee then at least one other member of the Executive
302 Committee must sponsor) within three (3) months of receipt.
303 Proposed amendments not sponsored within the allotted period may
304 be resubmitted for consideration if submitted by new authors or upon
305 the beginning of a new elections cycle.

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2. Proposed amendments given sponsorship by the Executive Committee
307 may be edited and released to the Assembly for comment at least
308 fourteen (14) days in advance of the Assembly meeting for
309 consideration at that meeting.

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3. Amendments approved by a majority of the Assembly's total present
311 and voting membership shall enter into force immediately.

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4. Should amendments not be approved by a majority vote of the
313 Assembly's total present and voting membership, any graduate
314 student shall have the right to call for a department-wide referendum
315 on said amendments, provided that a petition calling for such a
316 referendum is signed by least one-twentieth (5%) of the ESO's total
317 membership.

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▪ If approved in referendum under the same conditions outlined
319 in Article 7, Section 1, the amendment shall be passed into law.

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3. Constitutional Review:

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The current Constitution and bylaws shall be reviewed every fifth (5th) year
322 by an *ad hoc* committee composed of no less than two (2) members (at least
323 one of which must be a member of the Executive Committee), whether
324 volunteer or appointed by the president. All recommended amendments from
325 said committee shall be administered according to Article 7, Section 1.

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[END CONSTITUTION]