PREAMBLE

1. These Bylaws serve as a governing document of the Entomology Student Organization (ESO) and are in 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

1. Additional ESO Positions
   a. Graduate Student Government Representative
      i. 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).
      ii. Duties and Responsibilities. It shall be the duties and responsibilities of the GSG Representative(s) to:
          1. Serve as the representative(s) for the Department at GSG assembly meeting 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. Vote yea, yea, 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

1. Ad Hoc Committees
   a. Social Affairs Committees
i. 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.

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

c. Charlie Mitter Travel Award Selection Committee
i. The Treasurer may create and chair the Charlie Mitter Travel Award Committee (TAC) when he/she deems necessary. The Treasurer will not be a voting member of the TAC.

ARTICLE 3

1. Additional Duties and Procedures of the Assembly
a. The Assembly, by a majority vote of its total and present 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 or branch of the ESO.
   i. 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 (IC).
   ii. The Chair of the IC 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.
   iii. The Chair of the IC shall randomly select three (3) voting members of the Assembly to serve on the IC, all of whose terms shall be commensurate with the duration of the impeachment proceedings.
   iv. The IC shall be charged with the unbiased investigation of all matters related to the impeachment charges.
   v. 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 information can be taken into account and should be presented to the Assembly.
   vi. All proceedings of the IC shall not be open to the public and shall remain confidential.
   vii. Impeachment proceedings shall commence no more than one (1) month from the time that the IC is formed, unless the Assembly votes in favor of an extension.
   viii. At said meeting of the Assembly, the IC shall present the findings of its investigation, the impeached party shall present its defense, and the Assembly shall engage in debate.
   ix. The Assembly, by a two-thirds (66%) vote of its total present and voting membership, shall remove the impeached party from his/her position(s). If a party is impeached, he/she shall be barred from ESO officer positions and
attending Assembly meetings for one (1) year. However, impeached parties may
attend Assembly meetings if invited by the Assembly.

x. If, through the course of investigation, the IC finds that the impeachment
proceedings are dependent on pending legal matters, the situation shall be
reported to the Assembly. The Assembly, by a majority vote of its total present
and voting membership, shall then decide whether to continue the impeach
proceedings.

ARTICLE 4

1. General Procedure for Distribution of Funds

a. The following is a general procedure for the distribution of ESO funds.

i. Benefitting parties should submit a letter of application describing involvement
in the given activity that generated or requires the reimbursement of the funds to
be distributed.

ii. Benefitting parties should submit a budget of line item expenses along with
receipts if reimbursement is being sought.

iii. Upon approval by the ESO Treasurer, the benefiting party(ies) will receive an
award letter and instructions for award or reimbursement.

iv. These instructions shall apply only to award or reimbursements other than those
received through the Extension Award and the Charlie Mitter Travel Award (see
Article 5).

ARTICLE 5

1. Funds Distribution for ESO Awards

a. Types of Awards

i. ESO Award for Excellence in Extension and Outreach

1. The purpose of the Award for Excellence in Extension and Outreach
(AEEO) is to promote service in these areas by graduate students. This
award recognizes significant contributions in a wide range of extension
and outreach activities performed during the award applicant’s time at
the university as a member of ESO. Up to one (1) award may be given
each year and will be presented at the first departmental colloquium of
the spring semester. The funds accompanying this award will be subject
to rule of disbursement as per the business department for travel and
expenses. This award will be valued at two hundred and fifty dollars
($250.00). Applications will be due January 15th of each year and will
follow the application and selection criteria outlined below.

ii. Charlie Mitter Travel Award

1. The purpose of the Charlie Mitter Travel Award (CMTA) is to support
graduate students presenting their own research findings at local, national,
or international scientific/societal meetings. The CMTA will be available
to graduate students via the application and selection processes outlined
below. There is no limit to the number of applicants, but each applicant
may submit only one application per award period. The CMTA will be awarded as the total remaining cost of the applicant’s travel up to a maximum of two hundred and fifty dollars ($250.00) per applicant. A maximum of seven hundred and fifty dollars ($750.00) per award period will be used to fund the CMTA. One (1) opportunity per calendar year for grant application will be allotted with a submission deadline of January 15th of each year. Travel must have occurred within the last six months or will occur in the following six months (an award period of July 15th of the previous year to July 15th of the current year).

2. Eligibility for Awards
   a. Any individual who is currently a qualifying member of the ESO (as per the ESO Constitution) is eligible for the AEEO and CMTA.

3. Distribution Procedures for Awards
   a. AEEO
      i. Submission. Complete application packets must contain the following:
         1. Application form AEEO-1. (4 copies)
         2. Curriculum vitae. Two (2) pages maximum, recent contribution only (4 copies)
         3. Cover letter. Why do you deserve this award? What was the significance of your extension? Limit descriptions of activities to those performed during time at the university as a member of ESO. (4 copies)
      ii. Award Administration
         1. For each round of AEEO consideration, the President will chair an ad hoc Extension Award Selection Committee (EASC) and will not be a voting member. The voting members of the EASC should be comprised of no fewer than two (2) ESO members and one (1) departmental extension faculty member. The EASC will judge all application packets and will make a decision regarding the selection of the award recipient. All deliberations and decision of the EASC will be confidential and not eligible for review. See application form AEEO-1 for application and evaluation information.
      iii. AEEO Ranking Rules
         1. Quality of CV/Contribution of activities to CV. (Rank 1-4, 4 highest). Relative to other CVs, has this applicant regularly contributed in the area of extension and outreach during their time as a member of ESO at the university?
         2. Quality of cover letter. (Rank 1-4, 4 highest). Does this cover letter clearly explain the significance of the extension and outreach?
   iv. Eligible Expenses
      1. Funds allotted for the AEEO 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.

b. CMTA

i. Submission. Complete application packets must contain the following:

1. Application form CMTA-1. (4 copies)
2. Documentation of matching/non-matching. (via advisor(s) letter) (1 copy)
3. Documentation of Jacob Goldhaber Travel Award. (acceptance/rejection letters, if applicable) (1 copy)
4. Curriculum vitae. Two (2) pages maximum, recent contributions only (4 copies)
5. Abstract of paper/presentation. Must include conference attended and results/conclusion, limited to three hundred (300) words (4 copies)
6. Budget. Show expenses of travel, lodging, other expenses, other travel awards received for the travel for which you are applying, and the remaining unpaid cost (4 copies)

ii. Award Administration

1. For each round of CMTA submission, the Treasurer will rank application packets according to priority. The Treasurer will chair an ad hoc Charlie Mitter Travel Award Committee (TAC) and will not be a voting member. The voting members of the TAC 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 lower quality based on the criteria below.
2. The Treasurer will randomly select ESO members from a member pool for nomination to the TAC. The member pool may be comprised of members who may or may not be currently applying for travel awards, although a first order pool will be established that contains all members not currently applying for awards. Nominated candidates accepting bids will be appointed by the Treasurer to evaluate all priority submissions.
3. In an evaluation phase, voting TAC 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.

iii. CMTA Ranking Rules

1. Priority will be defined by the following criteria:
   a. Not received CMTA before? = +1
   b. Presented a poster at conferences? = +1
   c. Presented a talk at conference? = +2

   Note: If the applicant presented both a poster and a talk, only +2 points will be given.

iv. Award Evaluation

1. Voting members of the TAC shall evaluate all packets or a subset of packets. The Treasurer may appoint additional evaluators if necessary to lessen the 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.

2. For each packet voting members shall award points for each category of assessment and will sum all points earned in each category.

3. **Categories for Assessment.** Voting members shall use integers only for scoring

   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 and 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, results and conclusions)?

   d. **Priority rank.** Value previously obtained from priority ranking.

v. **Final Selection**

1. The Treasurer will average the final scores of each packet obtained from each packet evaluator. The Treasurer will issue final award letters to CMTA recipients. The following procedures will apply to select the recipient of final awards.

2. **Scenarios:**

   a. **Number of selected applicants does not exceed maximum award amount of $750.00.** All applicants will be awarded an amount up to but not exceeded the total remaining cost of their travel.

   b. **Number of selected applicants exceeds maximum award amount of $750.00.** Averaged final ranking scores for each packet will be used to fund award applications starting at the highest ranking packet and continuing through packets with decreasing scores until the maximum award amount of $750.00 is spent.

vi. **CMTA Acceptance**

1. If the recipient’s or recipients’ advisor(s) 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 CMTA 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.