



- 39 i. The Social Affairs Committee may accept volunteers or duly request aid in  
40 completing tasks for ESO sponsored events. The Social Chair shall create and  
41 chair the Social Affairs Committee when he/she deems necessary.
- 42 **b. Extension Award Selection Committee**
- 43 i. The President may create and chair the Extension Award Selection Committee  
44 (EASC) when he/she deems necessary. The President will not be a voting  
45 member of the EASC.
- 46 **c. Charlie Mitter Travel Award Selection Committee**
- 47 i. The Treasurer may create and chair the Charlie Mitter Travel Award Committee  
48 (TAC) when he/she deems necessary. The Treasurer will not be a voting member  
49 of the TAC.

50 **ARTICLE 3**

51 **1. Additional Duties and Procedures of the Assembly**

- 52 a. The Assembly, by a majority vote of its total and present voting membership, may bring  
53 impeachment proceedings before the Assembly for any just cause, including but not  
54 limited to neglect, unsatisfactory performance, or misrepresentation of duty against  
55 appointed or elected officers of any class or branch of the ESO.
- 56 i. Upon the approval of impeachment proceedings, an *ad hoc* committee dedicated  
57 for the sole purpose of administering said impeachment proceedings shall be  
58 convened. The committee shall be known as the Impeachment Committee (IC).
- 59 ii. The Chair of the IC shall be elected by a majority vote of the total present and  
60 voting membership of the Assembly. This position shall be non-voting in all  
61 impeachment proceedings.
- 62 iii. The Chair of the IC shall randomly select three (3) voting members of the  
63 Assembly to serve on the IC, all of whose terms shall be commensurate with the  
64 duration of the impeachment proceedings.
- 65 iv. The IC shall be charged with the unbiased investigation of all matters related to  
66 the impeachment charges.
- 67 v. The investigation shall consist of no less than an interview with the impeached  
68 party, an interview with the impeaching party, and the gathering of supporting  
69 documentation and other such evidence to be presented to the Assembly. If any  
70 of the above mentioned parties are unavailable for interview, that information can  
71 be taken into account and should be presented to the Assembly.
- 72 vi. All proceedings of the IC shall not be open to the public and shall remain  
73 confidential.
- 74 vii. Impeachment proceedings shall commence no more than one (1) month from the  
75 time that the IC is formed, unless the Assembly votes in favor of an extension.
- 76 viii. At said meeting of the Assembly, the IC shall present the findings of its  
77 investigation, the impeached party shall present its defense, and the Assembly  
78 shall engage in debate.
- 79 ix. The Assembly, by a two-thirds (66%) vote of its total present and voting  
80 membership, shall remove the impeached party from his/her position(s). If a  
81 party is impeached, he/she shall be barred from ESO officer positions and

82 attending Assembly meetings for one (1) year. However, impeached parties may  
83 attend Assembly meetings if invited by the Assembly.  
84 x. If, through the course of investigation, the IC finds that the impeachment  
85 proceedings are dependent on pending legal matters, the situation shall be  
86 reported to the Assembly. The Assembly, by a majority vote of its total present  
87 and voting membership, shall then decide whether to continue the impeach  
88 proceedings.

89 **ARTICLE 4**

90 **1. General Procedure for Distribution of Funds**

- 91 a. The following is a general procedure for the distribution of ESO funds.  
92 i. Benefitting parties should submit a letter of application describing involvement  
93 in the given activity that generated or requires the reimbursement of the funds to  
94 be distributed.  
95 ii. Benefitting parties should submit a budget of line item expenses along with  
96 receipts if reimbursement is being sought.  
97 iii. Upon approval by the ESO Treasurer, the benefiting party(ies) will receive an  
98 award letter and instructions for award or reimbursement.  
99 iv. These instructions shall apply only to award or reimbursements other than those  
100 received through the Extension Award and the Charlie Mitter Travel Award (see  
101 Article 5).

102 **ARTICLE 5**

103 **1. Funds Distribution for ESO Awards**

104 **a. Types of Awards**

105 **i. ESO Award for Excellence in Extension and Outreach**

106 1. The purpose of the Award for Excellence in Extension and Outreach  
107 (AEEO) is to promote service in these areas by graduate students. This  
108 award recognizes significant contributions in a wide range of extension  
109 and outreach activities performed during the award applicant's time at  
110 the university as a member of ESO. Up to one (1) award may be given  
111 each year and will be presented at the first departmental colloquium of  
112 the spring semester. The funds accompanying this award will be subject  
113 to rule of disbursement as per the business department for travel and  
114 expenses. This award will be valued at two hundred and fifty dollars  
115 (\$250.00). Applications will be due January 15<sup>th</sup> of each year and will  
116 follow the application and selection criteria outlined below.

117 **ii. Charlie Mitter Travel Award**

118 1. The purpose of the Charlie Mitter Travel Award (CMTA) is to support  
119 graduate students presenting their own research findings at local, national,  
120 or international scientific/societal meetings. The CMTA will be available  
121 to graduate students via the application and selection processes outlined  
122 below. There is no limit to the number of applicants, but each applicant

123 may submit only one application per award period. The CMTA will be  
124 awarded as the total remaining cost of the applicant's travel up to a  
125 maximum of two hundred and fifty dollars (\$250.00) per applicant. A  
126 maximum of seven hundred and fifty dollars \$(750.00) per award period  
127 will be used to fund the CMTA. One (1) opportunity per calendar year  
128 for grant application will be allotted with a submission deadline of  
129 January 15<sup>th</sup> of each year. Travel must have occurred within the last six  
130 months or will occur in the following six months (an award period of  
131 July 15<sup>th</sup> of the previous year to July 15<sup>th</sup> of the current year).

132 **2. Eligibility for Awards**

- 133 a. Any individual who is currently a qualifying member of the ESO (as per the ESO  
134 Constitution) is eligible for the AEEO and CMTA.

135 **3. Distribution Procedures for Awards**

136 a. **AEEO**

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

- 138 1. **Application form AEEO-1.** (4 copies)  
139 2. **Curriculum vitae.** Two (2) pages maximum, recent contribution only (4  
140 copies)  
141 3. **Cover letter.** Why do you deserve this award? What was the  
142 significance of your extension? Limit descriptions of activities to those  
143 performed during time at the university as a member of ESO. (4 copies)

144 ii. **Award Administration**

- 145 1. For each round of AEEO consideration, the President will chair an *ad*  
146 *hoc* Extension Award Selection Committee (EASC) and will not be a  
147 voting member. The voting members of the EASC should be comprised  
148 of no fewer than two (2) ESO members and one (1) departmental  
149 extension faculty member. The EASC will judge all application packets  
150 and will make a decision regarding the selection of the award recipient.  
151 All deliberations and decision of the EASC will be confidential and not  
152 eligible for review. See application form AEEO-1 for application and  
153 evaluation information.

154 iii. **AEEO Ranking Rules**

- 155 1. **Quality of CV/Contribution of activities to CV.** (Rank 1-4, 4 highest).  
156 Relative to other CVs, has this applicant regularly contributed in the area  
157 of extension and outreach during their time as a member of ESO at the  
158 university?  
159 2. **Quality of cover letter.** (Rank 1-4, 4 highest). Does this cover letter  
160 clearly explain the significance of the extension and outreach?

161 iv. **Eligible Expenses**

- 162 1. Funds allotted for the AEEO must be received via reimbursement for  
163 professional activities as defined by the department. Items eligible for  
164 reimbursement include most travel and research expenses. If reimbursing  
165 for out-of-state travel costs, be sure to complete the out-of-state travel  
166 form prior to travel. If reimbursing for non-travel items, be sure to

167 complete an expense statement and submit original receipts at the time of  
168 request submission.

169 **b. CMTA**

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

- 171 **1. Application form CMTA-1.** (4 copies)
- 172 **2. Documentation of matching/non-matching.** (via advisor(s) letter) (1  
173 copy)
- 174 **3. Documentation of Jacob Goldhaber Travel Award.**  
175 (acceptance/rejection letters, if applicable) (1 copy)
- 176 **4. Curriculum vitae.** Two (2) pages maximum, recent contributions only  
177 (4 copies)
- 178 **5. Abstract of paper/presentation.** Must include conference attended and  
179 results/conclusion, limited to three hundred (300) words (4 copies)
- 180 **6. Budget.** Show expenses of travel, lodging, other expenses, other travel  
181 awards received for the travel for which you are applying, and the  
182 remaining unpaid cost (4 copies)

183 **ii. Award Administration**

- 184 **1.** For each round of CMTA submission, the Treasurer will rank application  
185 packets according to priority. The Treasurer will chair an *ad hoc* Charlie  
186 Mitter Travel Award Committee (TAC) and will not be a voting member.  
187 The voting members of the TAC will be comprised of no fewer than  
188 three (3) ESO members and may include at least one (1) ESO officer.  
189 Each voting member will rank packets they receive in order of highest to  
190 lower quality based on the criteria below.
- 191 **2.** The Treasurer will randomly select ESO members from a member pool  
192 for nomination to the TAC. The member pool may be comprised of  
193 members who may or may not be currently applying for travel awards,  
194 although a first order pool will be established that contains all members  
195 not currently applying for awards. Nominated candidates accepting bids  
196 will be appointed by the Treasurer to evaluate all priority submissions.
- 197 **3.** In an evaluation phase, voting TAC members will receive packets of  
198 similar priority rank for consideration. Ranking will be considered by  
199 each voting member in the final judging of packets for award.

200 **iii. CMTA Ranking Rules**

201 **1.** Priority will be defined by the following criteria:

- |  |   |    |
|--|---|----|
| 202 <b>a.</b> Not received CMTA before?          | = | +1 |
| 203 <b>b.</b> Presented a poster at conferences? | = | +1 |
| 204 <b>c.</b> Presented a talk at conference?    | = | +2 |

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

207 **iv. Award Evaluation**

- 208 **1.** Voting members of the TAC shall evaluate all packets or a subset of  
209 packets. The Treasurer may appoint additional evaluators if necessary to  
210 lessen the burden of evaluation. Upon completion of evaluation, voting

- 211 members must assign a total sum of points to each packet. In the case  
212 where multiple packets receive equally high marks, the voting member  
213 must re-evaluate those packets and identify a single packet to receive the  
214 highest mark. Each packet will be evaluated by at least two (2) voting  
215 members in order to establish a mean score to be used in final selection  
216 by the Treasurer.
- 217 2. For each packet voting members shall award points for each category of  
218 assessment and will sum all points earned in each category.
  - 219 3. **Categories for Assessment.** Voting members shall use integers only for  
220 scoring
    - 221 a. **Quality of CV.** (Rank 1-4, 4 highest). Relative to other CVs in  
222 each consideration group, has this applicant regularly contributed  
223 (considering time at UM and at other programs)?
    - 224 b. **Contribution of presentation to applicant's CV.** (Rank 1-4, 4  
225 highest). Relative to other packets, how much does this  
226 presentation enhance the present CV?
    - 227 c. **Quality of presentation abstract.** (Rank 1-4, 4 highest). Does  
228 this abstract include clear elements of good research (informative  
229 and accurate, proof read, results and conclusions)?
    - 230 d. **Priority rank.** Value previously obtained from priority ranking.
- 231 **v. Final Selection**
- 232 1. The Treasurer will average the final scores of each packet obtained from  
233 each packet evaluator. The Treasurer will issue final award letters to  
234 CMTA recipients. The following procedures will apply to select the  
235 recipient of final awards.
  - 236 2. **Scenarios:**
    - 237 a. **Number of selected applicants does not exceed maximum**  
238 **award amount of \$750.00.** All applicants will be awarded an  
239 amount up to but not exceeded the total remaining cost of their  
240 travel.
    - 241 b. **Number of selected applicants exceeds maximum award**  
242 **amount of \$750.00.** Averaged final ranking scores for each  
243 packet will be used to fund award applications starting at the  
244 highest ranking packet and continuing through packets with  
245 decreasing scores until the maximum award amount of \$750.00  
246 is spent.
- 247 **vi. CMTA Acceptance**
- 248 1. If the recipient's or recipients' advisor(s) or any other faculty member  
249 will match funds from an FRS account, then all expenses must be paid  
250 directly from the faculty member's departmental account, after which  
251 CMTA funds will be reimbursed to the faculty members FRS account.  
252 Be sure to complete the out-of-state travel form prior to travel, if  
253 applicable.

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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.

258

259 [END BYLAWS]