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**University of Maryland
Entomology Student Organization
Constitution**

October 8, 2013

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.

ARTICLE 1: PURPOSE

1. Name

- a. The name of this organization shall be the Entomology Student Organization (herein referred to as “ESO”) of the University of Maryland (herein referred to as “the university”).

2. Purpose

- a. It shall be the graduate student organizational body for implementing the objectives set forth in the Preamble, subjects 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 or his/her specifically designated representative.
- b. It shall formulate policies promoting and governing the activities and welfare of graduate students of the Department of Entomology (herein referred to as “the department”) at the university.
- c. It shall serve as a formal conduit of communication between graduate students and the faculty of the department, and it shall advise the Graduate Directory, the Chair, and the Faculty Committee of the department on the graduate student viewpoint concerning all matters affecting graduate student life.
- d. It shall be responsible for generating funds to support ESO programs, and it shall be responsible for the allocation of accumulated funds.
- e. 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 (BISI, MEES, CONS).
- f. It shall act to improve the quality of education and enhance the quality of life of the graduate student body.

ARTICLE 2: MEMBERSHIP

1. All graduate students, by virtue of their current enrollment in an active graduate program at the university, and advised at least in part by a departmental line, are members of the ESO and are granted all the rights, privileges, and responsibilities of this Constitution.
2. The ESO shall be comprised of the executive (herein referred to as “Executive”) and legislative (herein referred to as “Assembly”) branches. The duties and responsibilities of these branches are set forth in this Constitution, which powers cannot be increased or decreased except by amendment to this Constitution.

45 3. All members shall be entitled to one (1) vote in general and special elections, as well as to serve
46 in officer positions of the ESO. Any member has the right to call for a department-wide
47 referendum /recall election, provided that a petition signed by at least one-twentieth (5%) of the
48 total ESO membership is submitted to the President and Vice President, as well as any other
49 members(s) of the Executive as desired by the petitioner, within seven (7) days of election results
50 notification.

51 **ARTICLE 3: THE EXECUTIVE COMMITTEE**

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

- 53 a. President/Faculty Representative
- 54 b. Vice President
- 55 c. Treasurer
- 56 d. Social Chair

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

58 **3. Duties and Responsibilities of the President/Faculty Representative**

- 59 a. The President/Faculty Representative shall be the Chief Executive Officer of the ESO. It
60 shall be the duties and responsibilities of the President to:
 - 61 i. Represent graduate students at faculty meetings each month and duly report to
62 the graduate student body the topics that were discussed, and any issues that may
63 require graduate student input. The President is guaranteed a full vote on all
64 departmental issues not related to appointment, promotion, and tenure (see
65 Department of Entomology Faculty Plan of Governance). The President shall
66 vote yea, nay, or officially abstain on all issues for which he/she may participate.
 - 67 ii. Organize and oversee the elections of members of the Executive Committee and
68 any representative to the Assembly.
 - 69 iii. Nominate and, with the advice and consent of the Assembly, appoint all non-
70 elected Executive officials and committee chairs.
 - 71 iv. Appoint and remove, with the advice and consent of the Assembly, all program
72 heads.
 - 73 v. Recommend graduate student for appointments to, or removals from,
74 department-wide councils, committees, and boards.
 - 75 vi. Sign or veto, within ten (10) university working days, all bills, resolution,
76 Constitutional amendments, bylaws, and budgetary allocations passed by the
77 Assembly. The President's failure to act during this specified time shall be
78 deemed approval of such legislation. The Assembly may override any
79 presidential veto by two-thirds (66%) vote of its total present and voting
80 membership.
 - 81 vii. Preside over the Assembly.
 - 82 viii. Facilitate transition of office by organizing files of relevant material for transfer
83 to the President-elect at the conclusion of his/her term.
 - 84 ix. Other duties and responsibilities may be provided by the bylaws (see Article 7).

85 **4. Duties and Responsibilities of the Vice President**

- 86 a. It shall be the duties and responsibilities of the Vice President to:
 - 87 i. Serve as President pro term if, for any reason, the office becomes vacant, or
88 when requested by the Executive Committee to serve in the President's absence.
 - 89 ii. Coordinate the sponsorship, set up, and cleanup of colloquium lunches with the
90 front office and business office.
 - 91 iii. Serve as Webmaster and update the ESO website with new graduate student
92 information, graduate student awards and achievements, and an updated calendar

- 93 of ESO events, as well as maintain an up to date contact list on the ESO e-mail
94 account.
- 95 iv. Perform such duties as the President may assign him/her in the administration of
96 the Executive.
- 97 v. Facilitate transition of office by organizing files of relevant material for transfer
98 to the Vice President-elect at the conclusion of his/her term.
- 99 vi. Other duties and responsibilities may be provided by the bylaws (see Article 7).
- 100 **5. Duties and Responsibilities of the Treasurer**
- 101 a. It shall be the duties and responsibilities of the Treasurer to:
- 102 i. Be solely responsible for maintaining account funds and records of the ESO.
- 103 ii. Prepare budgets for programs and events, as well as for proposed programs that
104 may be considered by the Assembly.
- 105 iii. Order the disbursement of ESO funds as directed by the Assembly.
- 106 iv. Solicit applications for ESO award programs.
- 107 v. Perform such duties as the President may assign him/her in the administration of
108 the Executive.
- 109 vi. Facilitate transition of office by organizing files of relevant material for transfer
110 to the Treasurer-elect at the conclusion of his/her term. This will specifically
111 include: (1) an executive summary of deposits and withdrawals from any
112 accounts and (2) all sequentially ordered bank statements issued during his/her
113 term.
- 114 vii. Other duties and responsibilities may be provided by the bylaws (see Article 7).
- 115 **6. Duties and Responsibilities of the Social Chair**
- 116 a. It shall be the duties and responsibilities of the Social Chair to:
- 117 i. Coordinate and facilitate opportunities for graduate students to formally and
118 informally interact outside of classroom and laboratory environments;
119 specifically to organize and oversee the two (2) main annual social events of the
120 Department (Oktoberfest and Spring Banquet).
- 121 ii. Performs such duties as the President may assign him/her in the administration of
122 the Executive.
- 123 iii. Facilitate transition of office by organizing files of relevant material for transfer
124 to the Social Chair-elect at the conclusion of his/her term.
- 125 iv. Other duties and responsibilities may be provided by the bylaw (see Articles 5
126 and 7).
- 127 **7. Voting Right of the Executive Committee**
- 128 a. Each member of the Executive Committee shall be given one vote in all Executive
129 matters and *ex officio* in Assembly and *ad hoc* Committee matters.
- 130 **8. Meetings of the Executive Committee**
- 131 a. The Executive Committee shall meet at least once per term to discuss agenda, including
132 but not limited to: annual events, arising graduate needs, expected departmental faculty
133 and/or staff needs as they pertain to Executive officer and/or member involvement (e.g.,
134 departmental review, departmental appointment/candidate searches, etc.). This meeting
135 should include participation of any departmental representative to the Graduate Student
136 Government (see bylaws).
- 137 b. The Executive Committee shall correspond via e-mail and/or meet if any member of the
138 Executive Committee receives a proposal of amendment, or a petition of initiative,
139 referendum, or recall submitted by any member of the graduate student body. In this
140 manner the Executive Committee will serve *de facto* as the Ways and Means Committee
141 and shall review all proposed legislation before being brought to the Assembly, as well as
142 set the agendas of the Assembly meetings.

143 c. Special meetings (including e-mail meetings) may be called at the request of any member
144 of the Executive Committee, and each member of the Executive Committee shall
145 correspond via e-mail or letter at least once within fourteen (14) days in response to a call
146 for special meeting. Special meetings may include participation of any department
147 representatives to the Graduate Student Government (see bylaws).

148 **9. Election of Members of the Executive Committee**

149 a. The election of officers shall take place in general election in the last week of April. All
150 graduate students defined as members shall be eligible to vote in these elections. Those
151 graduate students seeking offices may be nominated by themselves or by another ESO
152 member. Following nominations a seven (7) day period will be reserved to conduct an
153 anonymity-option department-wide vote to decide the elections. The candidate who
154 receives a plurality and/or a majority of votes for a given position shall be deemed
155 elected to that office. Any officer may serve unlimited consecutive terms, provided that
156 he/she is elected legitimately. The President, as the elections chairperson, must notify the
157 student body of elections results in order to allow for at least a seven (7) day period prior
158 to transition of position. The President may conduct a run-off election if necessary.

159 **10. Transition of Office for the Executive Committee**

160 a. Transition of position from incumbent to elected officers shall take place no more than
161 fourteen (14) days following general elections at the end of each April. Each departing
162 member of the Executive Committee shall compile and transfer relevant materials and
163 information to the officer-elect of the same position in a formal meeting that may include
164 any or none of previous or incoming members of the Executive Committee.

165 **ARTICLE 4: THE ASSEMBLY**

166 **1. Membership and Organization**

167 a. The Assembly shall consist of four (4) main groups of members:
168 i. Graduate students
169 ii. Post-docs and departmental technicians
170 iii. Administration
171 iv. Non-academic groups

172 **2. Graduate Students**

173 a. Members of the ESO as described in Article 2.
174 b. Representatives from any academic graduate student organization or related entity (herein
175 referred to as “non-ESO representatives”). Each organization is entitled to any number of
176 representatives allowed by the presiding officer of the Assembly. Non-ESO
177 representatives shall not have voting rights, but they may contribute freely and openly to
178 discussions at the presiding officer’s discretion.

179 **3. Post-docs and Departmental Technicians**

180 a. Post-docs and department research technicians and assistants may be invited to each
181 Assembly meeting by any member or members of the ESO. Post-docs and departmental
182 technicians shall not have voting rights, but they may contribute freely and openly to
183 discussions at the presiding officer’s discretion.

184 **4. Administration**

185 a. Various members of the university’s administration (herein referred to as “administrative
186 representatives”) may be invited to each Assembly meeting by any member or members
187 of the ESO. These include but are not limited to any ESO Faculty Advisor (as chosen by
188 the Assembly, default to eth Department Chair), the Graduate Ombudsperson, and the
189 Dean of the College of Life Sciences. Administrative representatives shall not have
190 voting rights, but they may contribute freely and openly to discussions at the presiding
191 officer’s discretion.

192 **5. Non-academic Groups**
193 a. Individuals or groups associated with entities not described above (primarily non-
194 academic; herein referred to as “non-academic representatives”) may be invited by any
195 member or members of the ESO. Non-academic representative shall not have voting
196 rights, but they may contribute freely and openly to discussions at the presiding officer’s
197 discretion.

198 **6. Meetings of the Assembly**
199 a. The Assembly may meet in legislative, special, or emergency sessions, whether in person
200 or via e-mail correspondence. Calls for e-mail meetings of the Assembly for the purpose
201 of elections or consideration of legislation must include the period of time for which the
202 meeting is open and official votes may be accepted. To provide for inclusion of all
203 members in e-mail meetings, original e-mails must be sent to the departmental graduate
204 student listserv. To limit unwanted e-mails, this listserv address will not be published
205 here, but is available through incumbent ESO officers, as well as departmental faculty
206 and staff.
207 b. The Assembly shall meet in legislative session when legislation is approved for
208 consideration by the Executive Committee by at least a one-half (50%) vote.
209 c. Special meetings may be called at the request of any member of the Executive Committee
210 or by petition signed by at least three (3) voting members of the Assembly.
211 d. A quorum of at least one-fifth (20%) of voting members of ESO must be
212 present/participating in order to conduct official business.

213 **7. Duties and Responsibilities of the Assembly**
214 a. All legislative powers granted herein shall be vested in the ESO Assembly.
215 b. The Assembly shall have final legislative authority over all petitions of initiative,
216 referendum, and recall submitted b the Executive Committee.
217 c. The Assembly may override a presidential veto on any action by a two-thirds (66%) vote
218 of its total voting membership.
219 d. The Assembly shall form such standing committees and *ad hoc* committees as it deems
220 necessary.
221 e. The Assembly shall be charged with the investigatory duties of the ESO.
222 f. The Assembly, by a majority vote of its total present and voting membership, may bring
223 impeachment proceedings before the Assembly for any just cause, including but not
224 limited to neglect, unsatisfactory performance, or misrepresentation of duty against
225 appointed or elected officers of any class of branch of the ESO.

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

227 1. Standing Committees
228 a. Standing committees may be established as necessary and shall be administered
229 according to Article 7.
230 2. *Ad Hoc* Committees
231 a. *Ad hoc* committees shall be established as deemed necessary by the bylaws and the
232 Assembly. *Ad hoc* committees may include but are not limited to: Social Affairs, Budget
233 and Finance, Elections, and Graduate Student Affairs. Other committees may be created
234 as provided by the bylaws.

235 **ARTICLE 6: BYLAWS**

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

239 **ARTICLE 7: AMENDMENTS AND REVIEWS**

- 240 1. Amendments to this Constitution may be approved by a majority of the ESO's total present and
241 voting membership, provided that at least one-fifth (20%) of the ESO's total membership had
242 voted in elections at the beginning of the current term.
- 243 2. Any member of the graduate student body may propose amendments to this Constitution.
- 244 a. Amendments shall be presented in writing to the President and Vice President, who shall
245 disseminate them to the remaining members of the Executive Committee for
246 consideration. Further consideration of the proposed amendments must be sponsored by
247 at least one member of the Executive Committee (if author is a member of the Executive
248 Committee then at least one other member of the Executive Committee must sponsor)
249 within three (3) months of receipt. Proposed amendments not sponsored within the
250 allotted period may be resubmitted for consideration if submitted by new authors or upon
251 the beginning of a new elections cycle.
- 252 b. Proposed amendments given sponsorship by the Executive Committee may be edited and
253 released to the Assembly for comment at least fourteen (14) days in advance of the
254 Assembly meeting for consideration at that meeting.
- 255 c. Amendments approved by a majority of the Assembly's total present and voting
256 membership shall enter into force immediately.
- 257 d. Should amendments not be approved by a majority vote of the Assembly's total present
258 and voting membership, any graduate student shall have the right to call for a
259 department-wide referendum on said amendments, provided that a petition calling for
260 such a referendum is signed by at least one-twentieth (5%) of the ESO's total
261 membership. If approved in referendum under the same conditions outlined in Article 7,
262 Section 1, the amendment shall be passed into law.
- 263 3. Constitutional Review
- 264 a. The current Constitution and bylaws shall be reviewed every fifth (5th) years by an *ad hoc*
265 committee composed of no less than two (2) members (at least one of which must be a
266 member of the Executive Committee), whether volunteer or appointed by the President.
267 All recommended amendments from said committee shall be administered according to
268 Article 7, Section 1.

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270 [END CONSTITUTION]