

**University of Maryland
Entomology Student Organization
Constitution**

May 12, 2015

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.
3. All members shall be entitled to one (1) vote in general and special elections, as well as to serve in officer positions of the ESO. Any member has the right to call for a department-wide referendum /recall election, provided that a petition signed by at least one-twentieth (5%) of the total ESO

membership is submitted to the President and Vice President, as well as any other members(s) of the Executive as desired by the petitioner, within seven (7) days of election results notification.

ARTICLE 3: THE EXECUTIVE COMMITTEE

1. The Executive Committee shall contain the following offices:
 - a. President/Faculty Representative
 - b. Vice President
 - c. Treasurer
 - d. Social Chair
 - e. Communications Officer
2. Other offices may be created as provided in the bylaws (see Article 6).
- 3. Duties and Responsibilities of the President/Faculty Representative**
 - a. The President/Faculty Representative shall be the Chief Executive Officer of the ESO. It shall be the duties and responsibilities of the President to:
 - i. Represent graduate students at faculty meetings each month and duly report to the graduate student body the topics that were discussed, and any issues that may require graduate student input. The President is guaranteed a full vote on all departmental issues not related to appointment, promotion, and tenure (see Department of Entomology Faculty Plan of Governance). The President shall vote yea, nay, or officially abstain on all issues for which he/she may participate.
 - ii. Organize and oversee the elections of members of the Executive Committee and any representative to the Assembly.
 - iii. Nominate and, with the advice and consent of the Assembly, appoint all non-elected Executive officials and committee chairs.
 - iv. Appoint and remove, with the advice and consent of the Assembly, all program heads.
 - v. Recommend graduate student for appointments to, or removals from, department-wide councils, committees, and boards.
 - vi. Sign or veto, within ten (10) university working days, all bills, resolution, Constitutional amendments, bylaws, and budgetary allocations passed by the Assembly. The President's failure to act during this specified time shall be deemed approval of such legislation. The Assembly may override any presidential veto by two-thirds (66%) vote of its total present and voting membership.
 - vii. Preside over the Assembly.
 - viii. Facilitate transition of office by organizing files of relevant material for transfer to the President-elect at the conclusion of his/her term.
 - ix. Other duties and responsibilities may be provided by the bylaws (see Article 7).
- 4. Duties and Responsibilities of the Vice President**
 - a. It shall be the duties and responsibilities of the Vice President to:
 - i. Serve as President pro term if, for any reason, the office becomes vacant, or when requested by the Executive Committee to serve in the President's absence.
 - ii. Coordinate the sponsorship, set up, and cleanup of colloquium lunches with the front office and business office.
 - iii. Serve as first-year liaison by introducing ESO at orientation, serving as first point of contact and mentor for all new students, and maintaining, distributing, and publishing the Entomology Graduate Student Handbook.
 - iv. Perform such duties as the President may assign him/her in the administration of the Executive.
 - v. Facilitate transition of office by organizing files of relevant material for transfer to the Vice President-elect at the conclusion of his/her term.

vi. Other duties and responsibilities may be provided by the bylaws (see Article 7).

5. Duties and Responsibilities of the Treasurer

a. It shall be the duties and responsibilities of the Treasurer to:

- i. Be solely responsible for maintaining account funds and records of the ESO.
- ii. Prepare budgets for programs and events, as well as for proposed programs that may be considered by the Assembly.
- iii. Order the disbursement of ESO funds as directed by the Assembly.
- iv. Solicit applications for ESO award programs.
- v. Perform such duties as the President may assign him/her in the administration of the Executive.
- vi. Facilitate transition of office by organizing files of relevant material for transfer to the Treasurer-elect at the conclusion of his/her term. This will specifically include: (1) an executive summary of deposits and withdrawals from any accounts and (2) all sequentially ordered bank statements issued during his/her term.
- vii. Other duties and responsibilities may be provided by the bylaws (see Article 7).

6. Duties and Responsibilities of the Social Chair

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

- i. 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).
- ii. Performs such duties as the President may assign him/her in the administration of the Executive.
- iii. Facilitate transition of office by organizing files of relevant material for transfer to the Social Chair-elect at the conclusion of his/her term.
- iv. Other duties and responsibilities may be provided by the bylaw (see Articles 5 and 7).

7. Duties and Responsibilities of the Communications Officer

a. It shall be the duties and responsibilities of the Communications Officer to:

- i. Ensure graduate student bios on the official University of Maryland Department of Entomology website (<http://entomology.umd.edu/>, hereafter referred to only as the 'Department website') are current.
- ii. Compile and post monthly graduate student achievements and news items for the Department website.
- iii. Maintain and update the ESO website (<http://esound.weebly.com/>, hereafter referred to as the 'ESO website'), and all other duties associated with the ESO website, including maintaining informal graduate student bios, compiling and posting monthly graduate student achievements and news items, and maintaining the calendar.
- iv. Maintain the ESO Facebook page (<https://www.facebook.com/UMDEntomologyStudentOrg>).
- v. Facilitate transition of office by organizing files of relevant material and usernames/passwords for transfer to the Communications Officer-elect at the conclusion of his/her term.

8. Voting Right of the Executive Committee

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

9. Meetings of the Executive Committee

a. 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 representative to the Graduate Student Government (see bylaws).

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

10. Election of Members of the Executive Committee

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

11. Transition of Office for the Executive Committee

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

ARTICLE 4: THE ASSEMBLY

1. Membership and Organization

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

2. Graduate Students

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

3. Post-docs and Departmental Technicians

- a. Post-docs and department research technicians and assistants may be invited to each Assembly meeting by any member or members of the ESO. Post-docs and departmental

technicians shall not have voting rights, but they may contribute freely and openly to discussions at the presiding officer's discretion.

4. Administration

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

5. Non-academic Groups

- a. Individuals or groups associated with entities not described above (primarily non-academic; herein referred to as "non-academic representatives") may be invited by any member or members of the ESO. Non-academic representative shall not have voting rights, but they may contribute freely and openly to discussions at the presiding officer's discretion.

6. Meetings of the Assembly

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

7. Duties and Responsibilities of the Assembly

- a. All legislative powers granted herein shall be vested in the ESO Assembly.
- b. The Assembly shall have final legislative authority over all petitions of initiative, referendum, and recall submitted by the Executive Committee.
- c. The Assembly may override a presidential veto on any action by a two-thirds (66%) vote of its total voting membership.
- d. The Assembly shall form such standing committees and *ad hoc* committees as it deems necessary.
- e. The Assembly shall be charged with the investigatory duties of the ESO.
- f. 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 or branch of the ESO.

ARTICLE 5: STANDING AND AD HOC COMMITTEES

1. Standing Committees

- a. Standing committees may be established as necessary and shall be administered according to Article 7.

2. Ad Hoc Committees

- a. *Ad hoc* committees shall be established as deemed necessary by the bylaws and the Assembly. *Ad hoc* committees may include but are not limited to: Social Affairs, Budget

and Finance, Elections, and Graduate Student Affairs. Other committees may be created as provided by the bylaws.

ARTICLE 6: BYLAWS

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

ARTICLE 7: AMENDMENTS AND REVIEWS

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

[END CONSTITUTION]