

PREAMBLE

The name of this organization shall be Entomology Graduate Student Organization (EGSO). The purpose of this organization is: to formally voice the interests and concerns of the graduate students in the Department of Entomology to the larger Iowa State University (ISU); to serve as a peer group source of information for the incoming and currently enrolled graduate students with respect to academic and non-academic requirements; to support departmental cohesion through social activities and facilitate faculty/student engagement; to promote entomological awareness through extension events and community outreach and activities, with a particular focus on elementary education.

Article I: MEMBERSHIP

1. Eligibility

1.1. Membership is open to any registered graduate student currently enrolled in or affiliated with the Department of Entomology.

1.2. Iowa State University and EGSO do not discriminate on the basis of sex, race, ethnicity, color, religion, national origin, age, marital status, sexual orientation, gender identity, genetic information, pregnancy, physical or mental disability, or status as a U.S. Veteran.

2. Categories of membership

2.1. Members who pay dues shall be full members, and are entitled to all the benefits of the organization.

2.2. Non-dues paying members shall be associate members, and can attend meetings and volunteer for events but can neither vote nor run for executive positions (excluding Graduate and Professional Student Senate (GPSS) Senator and the North Central Branch – Entomological Society of America (NCB-ESA) representative), nor join a committee.

Article II: EXECUTIVE BOARD

1. Positions available:

1.1. Following Student Organization guidelines, essential executive positions are the President and Treasurer.

1.1.1. The EGSO will also include the position of Vice-President as essential.

1.2. Non-essential positions include a Secretary, GPSS Senator, NCB-ESA representative, and a Seminar Chair.

2. Eligibility:

2.1. Full members in good standing with the university are eligible to hold an executive position.

- 2.1.1. The NCB-ESA representative and the GPSS positions may be held by associate members in good standing.
 - 2.2. No member can hold the position of President and Treasurer concurrently.
 - 2.3. Only two consecutive terms per position can be served by the same individual.
 - 2.4. The GPSS Senator cannot also hold the position of President or Treasurer.
2. Office terms begin in May immediately following the close of elections.
 - 3.1. Exceptions apply for the GPSS Senator who follows the rules and regulations of GPSS.
3. Should an executive fail to properly function within the position's roles and responsibilities (outlined in **Article III**), the EGSO may move to impeach the individual.
 - 3.1. An executive member, or full or associate member may appeal to the Executive Board for impeachment of an executive member.
 - 3.1.1. Should the Executive Board (excluding the individual in question) agree that the appeal holds merit, the call for impeachment will be brought before the EGSO body AND/OR the individual in question may be offered the opportunity to resign prior to this occurring.
 - 3.2. A confidential vote will be held for all eligible members to proceed with impeachment or let the person retain their position.
 - 3.2.1. A simple majority in favor of impeachment will result in the individual immediately relinquishing their position, and an election to fill the role will immediately proceed should the position be essential.
 - 3.2.2. A failure to reach a simple majority will result in the individual retaining their position.
- 4: If any Executive Board member must leave their position for any reason, a replacement will be elected at the immediately following meeting.
 - 6.1. Should the position be essential, an emergency meeting will be called to fill this position before a regularly scheduled meeting to remain in compliance with the rules and regulations of the Student Organizations.

Article III: ROLES AND RESPONSIBILITIES OF THE

1. President

- 1.1. Takes all training to be in good standing with University policies.
- 1.2. Presides over all meetings.
 - 1.2.1. Calls special meetings of the organization.
 - 1.2.2. Facilitates executive board meetings.
- 1.3. Prepares and files any report required.
- 1.4. Maintains contact and provides updates to faculty advisor(s).
- 1.5. Attends monthly faculty meetings.
- 1.6. Represents organization at official functions.
- 1.7. Organizes and delegates responsibilities for EGSO related events.
- 1.9. Remains fair and impartial during organization decision making processes.
- 1.10. Serves as secondary signature on necessary financial documents.
- 1.11. Assumes the role of Seminar Chair should no one else run for the position.

2. Vice President

- 2.1. Assumes the duties of the President in her/his/their absence.
- 2.2. Attend all executive and organization meetings.
- 2.3. Serve as the Social Chair for the organization.
- 2.4. Perform relevant duties as directed by the President.
- 2.5. Assumes the role of Secretary should no one else run for the position.

3. Treasurer

- 3.1. Complete required training to be in good standing with University policies.
- 3.2. Serves as the primary signatory on financial accounts.
- 3.3. Prepare budget and requests for funding
- 3.4. Collects organization dues.
- 3.5. Keeps all financial records of the organization.
- 3.6. Prepares an annual budget.
- 3.7. Prepares and submits financial reports to the members.
- 3.8. Serve as Co-chair for the Fundraising Committee.
 - 3.8.1. Collect money from fundraising events.
 - 3.8.2. Purchase materials for fundraising events.
- 3.9. Perform relevant duties as directed by the President.

4. Secretary

- 4.1. Keeps a record of all members of the organization.
- 4.2. Keeps a record of all activities of the organization.
- 4.3. Keeps and distributes minutes of each meeting of the organization.
- 4.4. Maintains attendance during meetings and organization events.
- 4.5. Serves as Co-Chair of the Fundraising Committee along with the treasurer.
 - 4.5.1. Recruit EGSO members to serve on the committee.
 - 4.5.2. Organize meetings to identify and delegate fundraising activities.
 - 4.5.3. Provide reports and updates to the organization members on committee activities.
- 4.6. Performs relevant duties as directed by the President.

5. Seminar Chair

- 5.1. Serve as the head of the Seminar Committee.
- 5.2. Recruit EGSO members to serve on the committee.
- 5.3. Organize speakers for the Entomology Seminar Series.
 - 5.3.1. Take nominations for speakers from entomology students and Faculty.
 - 5.3.2. Schedule and organize speaker arrangements.
- 5.4. Delegate and oversee duties to members of the committee.
- 5.5. Provide reports and updates to the organization members on committee activities.

6. GPSS Senator

- 6.1. Attend each senate meeting.
 - 6.1.1. If unable to attend meeting find a substitute within reasonable time.
- 6.2. Be in good standing with the rules of GPSS.
- 6.3. Act as a liaison between the organization and the GPSS.
 - 6.3.1. Prepare and disseminate information from the Senate to all Entomology Students.

7. NCB-Rep

- 7.1. Attend NCB-ESA Student Affairs Committee (SAC) meetings.
- 7.2. Acts a liaison between the Entomology Students and NCB-ESA SAC.
 - 7.2.1. Prepare and disseminate information from the NCB-ESA SAC to Entomology Students.

Article IV: ELECTIONS

1. Voting Procedures:

- 1.1. Elections shall be administered by the Secretary.
 - 1.1.1. They will call for nominations on April 1st, and provide information about the positions, eligibility, and the election process.
 - 1.1.2 Elections for all positions will take place in May before the close of the Spring Semester.
 - 1.1.2.1. This meeting cannot adjourn until all essential positions are filled.
- 1.6. Candidates may be nominated, or may self-nominate.
 - 1.6.1. Candidates may decline or accept a nomination.
 - 1.6.2. Candidates may choose to speak (up to three minutes) and then respond to general questions from EGSO members (up to five minutes).
 - 1.6.3. Candidates may run for subsequent positions should their first attempt(s) be unsuccessful.
 - 1.6.4. Candidates may withdraw prior to and/or during the election process.
- 1.4. Casting a vote:
 - 1.4.1. All full members and executives may cast a vote.
 - 1.4.2. A candidate may vote for themselves.
 - 1.4.3. The number of votes for each candidate must be recorded by the Secretary, but how each member votes is not recorded and is confidential.
- 1.8. A candidate shall be considered successful if they receive $\frac{2}{3}$ of the votes.
 - 1.8.1. Should no candidate receive $\frac{2}{3}$ of the votes and the position be essential: additional nominations will be called for, and another round of speaking/responding to questions will take place, and another vote is held.
 - 1.8.2. Should no candidate receive $\frac{2}{3}$ of the votes and the position be non-essential: an additional round can be held as described above, or the EGSO can call for a null result, and leave the position unfilled (also requiring $\frac{2}{3}$ vote in favor.

Article V: COMMITTEES

1. The standing committees of this organization are the Seminar Series Committee and the Fundraising Committee.
2. The duties of these are as follows.

2.1. Seminar Committee

- 2.1.1 Generate list of potential speakers
- 2.1.2 Invite and schedule speakers
- 2.1.3 Organize and host seminars
- 2.1.4 Publish and advertise speaker list

2.2. Fundraising Committee

- 2.2.1. Generate list of fundraising opportunities
- 2.2.2. Organize fundraising events
- 2.2.3. Advertise fundraising events

- 3. Membership in committees are on a volunteer or nomination basis, with the opportunity to decline if they desire.
- 4. Additional ad-hoc committees can be created and dissolved when deemed necessary by the 2/3 majority of the Executive Board.
 - 4.1. The Executive Board must notify the members of the organization should this occur.

Article VI: FINANCES

- 1. The organization will abide by the rules and regulations laid out in the Campus Organization Accounting Treasurer and P-Card Manuals.
- 2. A minimum full-membership fee shall be \$10 per academic year, and it may be paid as \$5 split across the fall and spring semester or it may be paid in full in the fall.
 - 2.1. Dues must be paid for Fall semester by October 1st and for Spring Semester by March 1st to have full-membership.

Article VII: FACULTY ADVISOR

- 1. The Advisor(s) to the EGSO must be a faculty member associated with the Entomology department.
 - 1.1. There may be up to 2 faculty advisors for the EGSO at one time.
- 2. The Advisor(s) shall serve indefinitely, but the EGSO may request a change of adviser at any point.
- 3. The Advisor(s) shall sign off on all required Student Organization documents to ensure that the organization remains in good standing, shall be available to the Executive board members to answer questions, and shall be invited to EGSO meetings and be provided with general meeting minutes.

Article VIII: AMENDMENTS

- 1. Any member of the EGSO may initiate an amendment(s) to the Constitution.
 - 1.1. Proposed changes must be sent to the entire Executive Board for review.
- 2. The Executive Board will notify all members of the EGSO of the proposed changes,

February 2021

and provide 30 days for discussion, feedback, or dissent.

2.1. After the 30 days have passed, the amendment(s) in final form will be voted upon by the Executive Board.

2.1.1. A $\frac{2}{3}$ vote in favor from the Executive Board will result in adopting the changes.

2.1.2. Notification shall be communicated to members of the EGSO within a reasonable time.

Article X: RATIFICATION

1. This Constitution shall become effective upon approval by a $\frac{2}{3}$ Executive Board vote in favor.

1.1. Notification shall be communicated to members of the EGSO within a reasonable time.

1.2. All previous constitutions are immediately voided and null.

2. Ratified constitutions must be submitted to the Student Activities Center within 10 days by the President.