

CONSTITUTION
of the
Entomology Graduate Student Association (EGSA) of the
University of California, Riverside

Preamble

We, the Entomology Graduate Student Association at the University of California, Riverside (UCR), in order to serve the needs, the welfare, and the interests of present and future graduate students in the Department of Entomology at UCR, do establish this constitution, in accordance with the regulations and policies of the University.

ARTICLE I: NAME

The name of this organization shall be the Entomology Graduate Student Association, hereinafter referred to as the EGSA.

ARTICLE II: PURPOSE

The primary purpose of the EGSA shall be to serve and protect the interests of current and future EGSA members and to provide a source of knowledge and service to our community at large.

ARTICLE III: MEMBERSHIP AND RESPONSIBILITIES

Section 1. Eligibility for Membership

All registered graduate students in the Entomology program at UCR are members of this organization. Other registered graduate students who are advised by faculty of the Department of Entomology at UCR may also join the EGSA at any time by notifying the Minister of Truth of their intent. All students must be in good standing at UCR.

The EGSA does not discriminate on the basis of race, gender, sexual orientation, disability, religion, political beliefs, age, marital status, national origin, gender identity, or any other class of persons protected by the State of California. EGSA does not allow corporations to be members.

Section 2. General Member Responsibilities

All members of the EGSA are encouraged to participate in EGSA activities. Participation in these activities is strictly voluntary. All EGSA members are responsible for exercising their voting privileges on issues pertinent to the EGSA and the Department of Entomology. Members

are direct representatives of the Department of Entomology at all events and activities, and as such, are expected to conduct themselves accordingly, as well as serving as educators and conduits of information between the Department of Entomology and the public.

ARTICLE IV: OFFICERS

Section 1. Officers

The elected officers of the EGSA shall be the President, the Vice President, the Treasurer, and the Minister of Truth. Subject to the controls enumerated in this Constitution and the Bylaws, these officers shall form the executive body of the EGSA, known as the Entomology Graduate Student Council, hereinafter referred to as the Council or EGSC.

All officers are expected to attend every meeting of the EGSA and EGSC. The Vice President, Treasurer, and Minister of Truth must be members of at least one standing committee.

Section 2. President

The President is the Chair and chief presiding officer of the EGSA and the EGSC, and has the primary responsibility for administration of the affairs of the EGSA and the EGSC. The President shall:

- a. Act as the representative and chief spokesperson of the EGSA;
- b. Maintain the status of the EGSA as a graduate student association at UCR as enumerated in the Bylaws;
- c. Appoint student representatives to serve on departmental and campus committees;
- d. Appoint student representatives to serve on EGSA committees and establish *ad hoc* committees according to the needs of the organization;
- e. Accept nominations, poll the EGSA membership, and award a Faculty, Staff, and EGSA Member Award each year in appreciation of contributions to the student body;
- f. Delegate such duties to members of the Council as may be consonant with the Bylaws and the consent of the Council;
- g. Review the EGSA Student Award application and guidelines on an annual basis, with the advice and consent of the Budget Committee (Article VII, Section 3a); and
- h. Perform other such duties as may be contained in the Constitution and Bylaws.

Section 3. Vice President

The Vice President is the second ranking officer of the Council and shall, under the general direction and supervision of the President:

- a. Act, in the temporary absence or incapacity of the President, in the capacity of President of the EGSA and Chair of the Council;
- b. Organize EGSA representation to the Entomological Society of America (ESA) and other national and regional organizations;
- c. Publicize travel funds and grants available to the EGSA membership;
- d. Nominate EGSA students for appropriate external awards, such as the ESA Pacific Branch Student Leadership award; and
- e. Perform other such duties as delegated to the office by the President or the Council, and as may be contained in the Bylaws.

Section 4. Treasurer

The Treasurer is the third ranking officer of the Council, and shall, under the general direction and supervision of the President:

- a. Oversee and manage the EGSA budget as described in Article IX; serve as Chair of the Budget Committee; and report regularly, with specifics, the particulars of the budget;
- b. Identify and apply for external funds on behalf of the EGSA;
- c. Review the EGSA Student Award application and guidelines on an annual basis, with the advice and consent of the Budget Committee (Article VII, Section 3a); and
- d. Perform other such duties as delegated to the office by the President or the Council, and as may be contained in the Bylaws.

Section 5. Minister of Truth

The Minister of Truth is the fourth ranking officer of the Council and shall, under the general direction and supervision of the President:

- a. Record the minutes of each EGSA and EGSC meeting and present them for approval or modification as needed;
- b. Maintain the archives of the EGSA as Historian;
- c. Perform other such duties as delegated to the office by the President or the Council, and as may be contained in the Bylaws.

Section 6. Terms of Office

The President shall serve from July 1 until June 30. All other officers shall be elected during the first meeting of the academic year and shall serve from that meeting until the first meeting of the next academic year. Current officers are not eligible for reelection in the same position.

Section 7. Resignation of Officers

In the event that an officer feels that he/she can no longer serve in the full capacity of his/her office, he/she may submit a letter of resignation to the Minister of Truth for forwarding to the Council effectively vacating his/her position.

Section 8. Impeachment and Removal of Officers

An officer may be removed from office for consistent failure to carry out the duties of that office, for misbehavior in that office, or for failure to meet the qualifications of that office. The steps for impeachment and removal are as follows:

- a. A motion for impeachment is filed with a member of the Council;
- b. An EGSA meeting shall be convened in a timely manner, during which a committee to investigate the charges shall be formed. The committee will be made of at least four people, and may not be chaired by the original complainant;
- c. The impeachment committee shall report findings to the EGSA within 4 weeks;
- d. An EGSA meeting to discuss the report shall be held, followed within 1 week by an electronic vote;
- e. If the motion to impeach passes, the officer shall be removed by majority vote of the Council.

Section 9. Replacement of Officers

In the event that the office of President becomes vacant, the Vice President shall serve as interim President. A special election to replace the President by electronic vote according to the guidelines in Article V, Section 1, shall be held within one month.

In the event that the office of Vice President, Treasurer, or Minister of Truth becomes vacant, the President shall appoint an interim officer. A special election to fill the open office by hand vote according to the guidelines in Article V, Section 1, shall be held at the next meeting of the EGSA.

In the event that an interim officer is appointed to one of the preceding positions during the middle of a term, he/she is eligible to run for the same position during the following term. Voting will be conducted in a normal fashion as outlined in Article V, Section 1.

ARTICLE V: VOTING PROCEDURES & ELECTIONS

Section 1. EGSA Voting Procedures

All members get one vote. Voting is conducted by the President, who only votes at EGSC meetings and in the event of a tie.

a. Hand vote: This method of voting occurs at EGSA meetings. A quorum of 1/5 of the total EGSA membership must be present. A simple majority of votes cast is sufficient to pass a motion. For example: EGSA has 40 members, of which 12 members attend a meeting. Five members abstain, 4 vote yes, and 3 vote no. Since the members at the meeting are at quorum and the majority of the votes cast are yes, the motion passes.

b. Electronic vote: This method of voting occurs outside of EGSA meetings. There is no quorum. A simple majority of the total membership must vote for a motion for it to pass. For example: There are 40 EGSA members, of whom 20 members vote. Fifteen vote yes and 5 vote no. The motion does not pass since at least 21 members must vote yes.

Section 2. EGSC Voting Procedures

a. EGSC votes require all council members to be present. Motions are passed by a simple majority.

Section 3. Spring Elections

a. Nominations for the office of the President may be made to the standing President no later than three business days prior to the Spring Election.

b. An electronic vote shall be held in May to elect the President for the following year and approve a budget for the following year.

c. If no person is elected President, a run-off election shall be held between the top two vote getters, also by electronic vote. Likewise, if the budget is not approved, a revised version shall be submitted for approval by electronic vote until it is approved.

Section 4. Fall Elections

a. Nominations for all other offices may be made to the President at any time prior to the Fall Election, including at the meeting. Self-nominations are permitted. Current officers are not eligible for reelection in the same position.

b. The Vice President, Treasurer, and Minister of Truth shall be elected by hand vote at the first EGSA meeting of the academic year.

ARTICLE VI: REPRESENTATIVES

The President shall appoint EGSA representatives to committees managed by the Department of Entomology, as well as to the Graduate Student Association (GSA). Active departmental

committees are listed in the Bylaws, Article III. EGSA representatives to departmental and campus committees are expected to attend regular meetings of the EGSA, to report to the EGSA membership on the activities of their committee or association, and to provide information from the EGSA membership to the committee or association. Representatives shall act as the voice of the EGSA and seek feedback when appropriate. Representatives shall also complete any obligations of their position as instructed by the Chairs of the Committees or by the GSA, so long as these do not conflict with the best interests of the EGSA.

ARTICLE VII: COMMITTEES

Section 1. Eligibility and Organization

Any EGSA member in good standing is eligible to serve on any committee. EGSA committees exclusively consist of and are chaired by EGSA members. This is in contrast to representatives (Article VI), where an EGSA member sits on a committee that is not organized or run by EGSA.

Section 2. Standing Committees

The standing committee chairperson shall be selected by consensus of the committee members.

- a. Fundraising and Events Committee. This committee organizes fundraisers, including the Annual Craft Fair and Annual Riverside Insect Fair.
- b. Merchandise Committee. This committee runs design competitions, maintains inventory, and sells merchandise at appropriate venues.
- c. Hospitality Committee. This committee is responsible for organizing student participation in recruitment events.
- d. Social Committee. This committee is in charge of organizing and executing social events. There shall be at least one social in the Fall, Winter, and Spring quarters.
- e. Technology and Social Media Committee. This committee maintains the Boyden computer lab, including software licenses, and EGSA's web presence. Websites and social media accounts that need to be maintained include:
 1. UCR Entomology Facebook (www.facebook.com/ucrentomology)
 2. UCR Entomology Twitter (www.twitter.com/UCRentomology)
 3. EGSA Website (egsa.ucr.edu)
 4. EGSA Blog (<http://ucr-egsa.weebly.com/>)
- f. Promotional Committee. This committee is responsible for displaying and updating graduate student photos and publications on the bulletin board in the Entomology Building first floor lobby.

Section 3. Annual Committees

Annual committees shall meet at least once per year to prepare material for a vote and shall disband upon completion of their duties.

- a. Budget Committee. This committee shall formulate the annual budget and budget justification for the next fiscal year in accordance with Article IX, Section 4, and submit it for approval in the Spring Election. This committee shall be made up *ex officio* by the Treasurer (Chair), the President, the Fundraising and Events Committee Chair, the Merchandise Committee Chair, and the Social Committee Chair.
- b. Constitution & Bylaws Committee. This committee, composed of no less than four EGSA members, shall review the Constitution at least once every three years, and the Bylaws at least once per year. If, in the judgment of the committee, revisions need to be made, then they have the option to submit amendments for approval by the EGSA in accordance with Article X.

Section 4. *Ad hoc* Committees

As the need arises, *ad hoc* committees shall be constituted by the President to deal with specific issues. They shall disband when they have completed those duties.

ARTICLE VIII: MEETINGS

Section 1. Types of Meetings

- a. The President shall call meetings of the EGSA at least once per month from October through June during the academic year. These meetings shall be open to any member of the EGSA.
- b. The President may also call meetings of the EGSC. The minutes of these meetings shall be posted by the Minister of Truth unless the Council votes otherwise in cases of personal grievance or other sensitive topics.

Section 2. Meeting Format

Meetings shall be conducted in a town hall format. Issues shall be decided by consensus or by hand vote as outlined in Article V, Section 1 at the discretion of the presiding officer.

Section 3. Minutes

The Minister of Truth shall record minutes of all meetings and make them available to all members of EGSA in a timely manner. An opportunity to make additions and corrections shall be provided at the next EGSA meeting and a final approval of the minutes must be made.

ARTICLE IX: FINANCES

Section 1. Dues

There are no dues for membership.

Section 2. Records

The Treasurer shall maintain financial records of all transactions, including receipts, for a period of not less than four years.

- a. The University shall have the right, at its own expense, to audit the financial records of this organization;
- b. The financial records of this organization shall be made available for review to any member upon request.

Section 3. Activities

Notwithstanding any other provisions of this constitution, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or the most recent version.

Section 4. Budget

Each year, the Treasurer shall convene a committee as outlined in Article VII, Section 3 to prepare an annual budget for the following year.

- a. The fiscal year is defined as October 1 through September 30 of the following year.
- b. The annual budget shall be approved each year by electronic vote.
- c. The annual budget shall list predicted income sources and amounts based on previous years. It shall allocate funds to categories of expenditures for the entire year.

Section 5. Expenditures

- a. Any expenditure that falls within the approved budget shall be reimbursed by the Treasurer without requiring additional approval.
- b. Expenditures greater than \$400 not allocated in the budget may be approved by an electronic vote of the membership as outlined in Article V, Section 1.
- c. Expenditures of \$400 or less not allocated in the budget may be approved by a hand vote at an EGSA meeting as outlined in Article V, Section 1.

- d. Emergency expenditures of \$400 or less not allocated in the budget may be approved by the Treasurer, subject to review at the next EGSA meeting.
 1. In the event money is donated for a specific event (e.g. Insect fair, Craft Fair, etc.) all funds, up to the amount donated, can be spent on that specific event without need for voting as outlined in Article IX, Section 5, Paragraph a.

ARTICLE X: AMENDMENTS

Section 1. Proposing an Amendment

- a. Any EGSA member can propose an amendment for hand vote;
- b. If the motion passes, this triggers a convention of the Constitution & Bylaws Committee;
- c. If no amendments are proposed throughout the academic year, then the Constitution & Bylaws Committee must review this document before the Spring Elections;
- d. Proposed amendments must be posted for all members of EGSA to read at least one week prior to vote and shall be submitted for ratification by electronic vote of the EGSA membership as outlined in Article V, Section 1.

ARTICLE XI: RATIFICATION

This Constitution shall become effective upon approval by electronic vote by the EGSA membership. This Constitution, if ratified, supersedes any previous Constitutions of the EGSA and takes effect on the day of ratification.

ARTICLE XII. DISSOLUTION

Upon dissolution of this Association, its assets remaining after the payment of, or provision for the payment of, all debts and liabilities of this Association, shall be disposed of according to the directions of the Council in office at that time.

BYLAWS
of the
Entomology Graduate Student Association (EGSA) of the
University of California, Riverside

ARTICLE I: EGSA STATUS

The President is responsible for maintaining the status of the EGSA as a graduate student association within the Office of Student Life and the Graduate Student Association (GSA) and for ensuring that the EGSA follows the guidelines and criteria set forth by those organizations.

ARTICLE II: GSA REPRESENTATIVES

At least one delegate from the EGSA shall be appointed to serve as representative to the GSA. In accordance with GSA policy, if the number of Entomology graduate students reaches or exceeds 50, then a second representative shall be appointed.

ARTICLE III: DEPARTMENTAL COMMITTEE REPRESENTATIVES

Representatives from the EGSA shall be appointed to serve on departmental committees according to the needs of the department and according to Article VI of the Constitution. The EGSA representatives to departmental committees serve as a link between department-wide affairs and EGSA affairs. The incoming EGSA President shall consult with the Entomology Department Chair to determine the number of representatives EGSA is allowed to appoint to active departmental committees. The President may choose to poll EGSA for volunteers, or they may select representatives themselves. These committees may include:

- a. Instructional and Student Affairs Committee (ISAC). The ISAC Student Representative attends meetings of the ISAC Committee, which consists of several faculty members and one graduate student. The ISAC Representative has a full vote on matters that pertain directly to the students. The ISAC Representative also has the power to bring any items of student interest to the agenda for ISAC to review.
- b. Displays, Exhibits, and Outreach Committee. This representative acts as a liaison between graduate students and faculty members on the committee.
- c. Entomology Research Museum Committee. This representative is responsible for coordination between graduate students and museum staff for submission of research voucher specimens and other museum-related needs.
- d. Seminar and Special Lectures Committee. This representative is responsible for organizing weekly graduate student lunches with invited speakers, and coordinates with committee faculty to provide graduate student nominations for invited speakers.

e. Website and Newsletter Committee. This representative is responsible for coordinating with the departmental office to make sure the Entomology Department Website is updated annually, and may assist with the annual departmental newsletter, if requested.

ARTICLE IV: FUNDS

The President and the Treasurer shall maintain access to the EGSA checking account located at Altura Credit Union. The Treasurer shall maintain the cash box and make it available to organizers of fund-raising events.

Section 1. EGSA Student Award

- a. As funds are available at the Budget Committee's discretion, EGSA will provide a competitive award to support EGSA members once per year during the Fall Quarter.
- b. The awarded funds may be used at the awardee's discretion for research, travel, or other purposes that will enhance the awardee's academic or professional development.
- c. To be eligible to apply for this award, applicants must be active EGSA members registered on HighlanderLink; previous award recipients may not reapply.
- d. The President will notify the EGSA membership when award applications are available.

ARTICLE V: COMMUNICATIONS

Section 1. Notification and Posting of Presidential Elections

- a. The President shall announce the opening of the electronic voting period 2 weeks in advance.
- b. Presidential nominees shall be announced 3 days prior to the vote.
- c. Run-off elections, if needed, shall be held in a timely manner following the conclusion of the initial vote.
- d. The entire election shall be concluded and results announced no later than the last EGSA meeting of the academic year.
- e. If the office of the President becomes vacant, the acting President shall hold a special election according to Article IV, Section 9 of the Constitution, and Article V, Section 1, subsections a-c of the Bylaws.

Section 2. Notification and Posting of Votes

- a. Electronic voting events (e.g., budget approval, ratification of the Constitution and/or Bylaws, impeachment) shall have at least one weeks notice. Results of these votes shall be communicated to the EGSA membership within one week of the end of the voting period.
- b. In-meeting hand-votes can occur without prior notification and shall be recorded in the minutes.

Section 3. EGSA Website

- a. The Technology and Social Media Committee is responsible for general maintenance of EGSA web presence, including the accounts listed the Constitution, Article VII, Section 2 (e). b. It is recommended that the Minister of Truth serve on the Website and Technology Committees in order to maintain easy access to the EGSA website.
- c. The Minister of Truth shall ensure that the website has up-to-date information, including current officers and representatives, and links to accounts listed the Constitution, Article VII, Section 2 (e).

Section 4. Posting of Meeting Agenda and Minutes

- a. The President shall announce the agenda of each meeting in advance of EGSA meetings.
- b. The Minister of Truth shall post meeting minutes on the EGSA website in a timely manner, and announce when they are posted.

ARTICLE VI: METHODS FOR ELECTRONIC VOTING

Electronic votes may be easily conducted using the UCR HighlanderLink Elections tool. Some things to keep in mind:

- a. In elections, the order of names should be randomized.

ARTICLE VII: AMENDMENTS TO THE BYLAWS

All proposed amendments to these EGSA Bylaws are the responsibility of the Constitution and Bylaws Committee. Motions to amend the bylaws may be initiated and passed following Article X Section 1 of the Constitution.