Constitution and By-Laws of the
Entomology Graduate Student Association
North Carolina State University

CONSTITUTION:

ARTICLE I
This organization shall be known as the Entomology Graduate Student Association, hereafter referred to as the Association.

ARTICLE II
The objectives of the Association shall be to provide members an opportunity to organize seminars, meetings, field trips and other functions concerned with common interests of the members of the Association.

ARTICLE III
Association functions shall be open to any individual who might profess an interest in entomological endeavors at NCSU. Voting rights shall be extended to all matriculated NCSU entomology graduate students.

ARTICLE IV
Section 1
The elected officers of the Association shall be: President, Vice-President, Secretary, Treasurer, two outreach coordinators, and two Mike Duke Memorial Seminar coordinators.

Section 2
The Executive Board shall consist of all the officers, Chairmen of standing committees, and Chairmen of special committees (during the term of their appointment).

ARTICLE V
Section 1
A committee on nominations consisting of three members shall be chosen by the elective officers. Officers shall be elected at the last meeting during the spring term of every year. Officers shall be elected for a period of one year, except the president who will be elected for two years.

Section 2
If any elective position becomes vacant, the voting membership shall choose a member to fill the vacancy for the unexpired part of the term of office within one month after the position has become vacant.

Section 3
Five elected officer positions and five voting members shall constitute a quorum for voting on Association business if quorum is not met, votes can be taken via absentee ballots.
ARTICLE VI

Section 1A
Student representative appointments to Department standing committees are voted on annually.

Section 1B
Responsibilities of student representatives to Department standing committees include but are not limited to:
- Representing the Association's interests
- Reporting department committee proceedings at Association meetings.

Section 1C
The elected officers may replace student representatives to all Association and department standing committees that do not or are unable to fulfill the responsibilities as described in Article VI, Section 1B of the Constitution and By-Laws of the Association.

Section 2
The President shall be an ex-officio member of all committees except the nomination committee.

ARTICLE VII
The rules governing the proceedings of this Association shall be those contained in the Constitution and By-Laws. All meetings shall be informal but orderly. The President shall determine the organization and conduct of the Association in keeping with the goals of this Association as one of academic endeavor.

ARTICLE VIII
Any article of this constitution or part thereof that is in direct violation of the Student Government constitution or By-laws shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the Association and the President of Student Government shall be brought before the Legislature, whose decision shall be final.

ARTICLE IX
Amendment of the By-laws shall conform to those rules governing amendment of the Constitution.
**BY-LAWS:**

**ARTICLE I**

No member will be required to pay dues; however, members attending certain functions of the Association may be asked for a contribution to offset the expense of said activity.

**ARTICLE II**

Section 1

Regular meetings of the Association shall be held during the Fall and Spring Semesters, with the option of meetings during the Summer term, to be determined by the elected officers. The president shall determine the time of the meetings and shall have the right to cancel any meeting, provided at least 3 days notice is given.

Section 2

Special meetings may be called by the Executive Board or by petition of ten members.

**ARTICLE III**

Duties of the elected officers:

- **President**
  - Preside over all meetings
  - Attend faculty meetings and be a liaison between the Association and the department.
  - Responsible for the organization and conduct of the Association
  - Prepare an annual report to be given at the first meeting of the Fall term which should include:
    - Current elected officers, standing committee membership, account balances, Association goals, previous Association activities, and proposed Association activities

- **Vice-President**
  - Assume the duties of the President in his/her absence
  - Assist the President in his/her duties
  - Oversee committee activities

- **Secretary**
  - Responsible for all records and minutes
  - Responsible for all correspondence

- **UGSA Representative**
  - Responsible for the University Graduate Student Association (UGSA) representative position, will attend each monthly meeting and fulfill all other duties associated with this position according to the UGSA. If unable to attend a mandatory meeting another Elected Officer will serve as the alternate.

- **Treasurer**
  - Responsible for all financial transactions

- **Outreach Coordinator “A”**
  - All outreach requests forwarded to this person; outreach requests sent out as email to students; outreach posted on website calendar; will contact the school/organization to confirm outreach date/time; will relay all information to
students doing outreach; makes sure outreach is fulfilled at least a week before it is scheduled.

Outreach Coordinator “B”
- Check calendar for the following week; contact students doing outreach to arrange pickup and drop off of insects and other materials; get insects together for outreach; get insects to students; get insects back from students and return to insectary.

Mike Duke Seminar Coordinator (2 people)
- Coordinate electing a person to speak at the seminar. Once the person has been selected the coordinators will organize the events to take place while the speaker is in town and get this information to the graduate students. Collect and maintain funding for Mike Duke seminar.

ARTICLE IV

Section 1
The Executive Board shall attend to the affairs of the organization during the interim between meetings of the Association, but its actions may not conflict with those taken by the Association.

Section 2
All chairmen of the special committees shall be members of the executive board until the end of the academic term in which their appointment expires.

Section 3
All nominees must be made known to the membership at least ten days before the date of the election. A voice vote or secret ballot will be used at the discretion of the nomination committee.

ARTICLE V

Section 1
The Association shall nominate members to the post of faculty advisor at the same time elective officers are nominated. Nominations of the faculty advisor shall be approved by the faculty member involved and by the Department Head (Department of Entomology).

Section 2
The election of the faculty advisor shall be at the same time as that of the elective officers and shall be for a term of two calendar years. Advisors will be allowed to serve consecutive terms.

Section 3
In case the faculty advisor position becomes vacant, the Association shall elect a substitute advisor within one month from the time of the vacancy. The substitute advisor shall be elected for the balance of the term vacated.

Section 4
The faculty advisor will serve as the liaison between the faculty and the Association and shall attend Association meetings.

ARTICLE VI
The elected officers and faculty advisor will assume their duties following the last meeting of the spring semester.

**ARTICLE VII**

The outreach committee shall be allocated $100 of EGSA funds annually, during the month of March, for outreach supplies including but not limited to: insects, insect rearing supplies, and other outreach materials.

**ARTICLE VIII**

This constitution may be amended at any meeting by two-thirds vote of the present voting membership at that meeting, provided quorum is met and notice of the desire to amend was given at least seven days prior to the date of the meeting. The President must bring the Amendment up for vote within sixty days after he or she receives it.

Constitution and By-Laws last revised on: March 12th, 2012

President: [Signature]

Faculty Advisor: [Signature]

Date: 15 August 2012

Date: 5/15/12