

**Entomology Graduate Student Association**  
**CONSTITUTION**

**ARTICLE I – NAME**

**Entomology Graduate Student Association, hereinafter EGSA**

**ARTICLE II – PURPOSE**

To give all current and future EGSA members the opportunity to interact with other students, staff, and faculty within the Entomology department and to have an input into the development of the discipline of Entomology in our University and Community.

**ARTICLE III – MEMBERSHIP**

Any OSU graduate student registered in the Department of Entomology in the College of Food, Agricultural and Environmental Science, hereinafter CFAES, Master in Plant Health Management, hereinafter MPHM, Environmental Sciences Graduate Program, hereinafter ESGP, or any registered post-doctoral scholar, visiting scholar, or research technician who by interest or inclination to the study of Entomology and regularly participates in the Departmental or Entomological research activities, is qualified for membership in EGSA. EGSA does not discriminate based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its meetings, activities, programs, and admission.

Each member has the right to participate in any function/activity the association holds. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or violates the OSU Student Code of Conduct, they can be removed through a majority vote of the other organization members.

**ARTICLE IV – MEETINGS**

General meetings are held monthly or when deemed necessary at a time agreed upon by the officers.

**ARTICLE V – MOTIONS**

All proposed motions will be voted on by the voting body, which consists of all members who vote on the action(s). Motions with a majority vote of greater than 50% of the voting body will be passed.

## **ARTICLE VI – OFFICERS**

The Association will have the following officers: President, Vice-President, Treasurer, Curriculum Committee Representative, Graduate Studies Committee Chair, Seminar Committee Chair, Social Events Coordination Chair, Scholarship and Awards Committee Chair, Outreach Coordinator, Office Coordinator, Digital Media Officer, CGS Representative, GSAC Representative, and Faculty Representative. The Executive Committee shall consist of the President, Vice-President, and Treasurer.

### *President*

The President shall call, preside over, and set the agenda for general meetings and executive committee meetings. The President shall attend departmental faculty meetings. The President may assign chairpersons to committees deemed necessary by the executive committee and membership. The President, along with the Treasurer, serves as the primary contact for Student Organizations. In cases where the entomology CGS representative is not an EGSA member, the president is responsible for providing them with meeting invitations and agendas. Additionally, the president will relay EGSA's opinion on CGS matters to the representative in cases of non-membership or unattended meetings. In addition, the president is responsible for attending all Undergraduate Academic Affairs Committee meetings and representing the position of EGSA on undergraduate academic affairs issues.

### *Vice President*

The Vice President shall perform the duties of the President and the Treasurer in their absence(s) and operate as an active member of the Executive Committee. The Vice President shall perform the duties of secretary: recording meeting proceedings and distributing said minutes to the membership. The Vice President shall also oversee member-initiated subcommittees that are active during their tenure and provide help, guidance, and resources when necessary.

### *Treasurer*

The Treasurer shall oversee all monetary issues for the organization and serve as the primary contact for Student Organizations. The Treasurer is responsible for maintaining fiscal accounts for EGSA and providing funding from these accounts for all EGSA activities. The Treasurer will lead efforts to secure funding for EGSA by submitting funding requests to the Council on Student Affairs, setting up a fundraising committee, or by other means. The Treasurer shall operate as an active member of the Executive Committee. The treasurer will carry out the duties of the secretary in the vice president's absence.

### *Faculty Representative*

The Faculty Representative(s) shall serve as the primary advisor(s) to EGSA membership.

*Curriculum Committee Representative*

The Curriculum Committee Representative shall attend all departmental Curriculum Committee meetings and represent the position of EGSA on changes in the departmental curriculum. They are also responsible for reporting to EGSA any significant issues discussed by the Curriculum Committee.

*Graduate Studies Committee Representative*

The Graduate Studies Committee Representative shall attend all Graduate Committee meetings to which they are entitled (i.e. all meetings except Ent-7 discussion meetings) and represent the position of EGSA on graduate issues. They are also responsible for reporting to EGSA any significant matters the Graduate Committee discusses.

*Scholarships and Awards Committee Representative*

The Scholarships and Awards Representative shall attend all Scholarship and Awards Committee meetings and represent the position of EGSA on factors concerning scholarships and awards. They are also responsible for reporting to EGSA any significant issues discussed by the Scholarship and Awards Committee.

*Social Events Coordination Chair (Columbus/Wooster)*

The Social Events Coordination Chair shall plan and inform the membership of upcoming social events. The Social Committee Officer shall assist the Entomology Social Committee with departmental social events and host EGSA-led social events for members and guests based on their interests. This position will be held by one representative in the Columbus Main Campus and one in the OARDC Wooster Campus.

*Seminar Committee Representative (Columbus/Wooster)*

This position will be held by one representative in the Columbus Main Campus and one in the OARDC Wooster Campus. Each representative will actively participate in their home campus' Seminar Committee. Representatives shall be jointly responsible for organizing the annual EGSA-hosted DeLong Memorial Speaker. This includes soliciting nominations for speakers from EGSA members and organizing the voting process. In the event of an in-person DeLong memorial speaker, the representative from the host campus (Columbus/Wooster) will perform host duties, which include soliciting attendance through announcements, escorting speakers to their presentation location, and coordinating post-seminar meals/meetings with students/faculty. Representatives shall also more generally solicit recommendations for seminar topics and speakers from EGSA and report to the Seminar Committee on the behalf of EGSA.

The Seminar Committee Chair shall be a member of their home departmental seminar organizing committee. The Seminar Committee Chair shall recruit, from EGSA membership, a person or persons to help in the coordination and execution of the functions of this committee. The Seminar Committee Chair and officers shall solicit for and provide the Departmental Seminar Committee with recommendations for seminar topics and speakers on behalf of the EGSA membership. They shall assist EGSA-funded speakers by escorting the speaker to the presentation location and delivering them no

later than 20 minutes before the start time. If this duty cannot be performed, they are responsible for providing a suitable person to escort EGSA-funded seminar speakers.

*Outreach Coordinator (Columbus/Wooster)*

The Outreach Coordinator shall coordinate with relevant outreach personnel, representing the position of EGSA. They are responsible for reporting to EGSA any extension or outreach opportunities for graduate students. This position will be held by one representative in the Columbus Main Campus and one in the OARDC Wooster Campus. Finally, each year, the Outreach Coordinators shall work with the EGSA President to select a location and director for EGSA's Insect Night Walk and shall work with this individual to develop a plan for the event.

*Digital Media Officer*

The Media Officer shall run and maintain EGSA online accounts, including the u.osu.edu website and social media accounts. They are also responsible for promoting EGSA concerning outreach activities, fundraising initiatives, and advertising in coordination with other committees and the department, as well as serving as EGSA liaison on the departmental Social Media Committee. They will also help organize and process virtual payments.

*Office Coordinator(Columbus/Wooster)*

The office coordinator shall curate the Columbus Graduate Office (Howlett 272) and Wooster Graduate Office desk assignments, conduct a desk and critical audit annually and as needed, and work with the Executive Committee to use organization funds for the maintenance and improvement of the Graduate Offices. Office Coordinators will also be responsible for sending introductory emails to all new students for the purpose of showing them the Graduate Offices, assigning them a desk and key with appropriate record-keeping, and coordinating key transfers. Office Coordinators are also responsible for obtaining keys from students upon graduation. This task must be coordinated with the department's Office Manager & Grad Studies Coordinator (Columbus). This position will be held by one representative in the Columbus Main Campus and one in the OARDC Wooster Campus.

*Council of Graduate Students Representative:* Shall represent the interests of EGSA on the OSU Council of Graduate Students.

*Graduate Student Advisory Council Representative:* Shall represent the interests of EGSA on the CFAES Graduate Student Advisory Council

## **ARTICLE VII – ELECTIONS**

New officers will be elected no later than one week before the beginning of Spring semester final exams, with new officers assuming their new positions at the beginning of the following Autumn semester. Voting will take place after nominations via secret ballot.

Officers will be removed by their own choice or if the executive committee convenes and, except for said member, recommends such a decision. If a member is so removed, the executive committee will, in consultation with the faculty representative,

appoint a replacement drawn from EGSA membership to serve the balance of said official's time in office.

### **ARTICLE VIII – TRANSITION**

The transition period will take place during the Summer term. This period will consist of training the incoming members for their new role by meeting with the previous members and discussing the role's function and the yearly responsibilities expected to be fulfilled or by engaging the new members in the development of activities scheduled for the Summer term. The new members will use this period to create a plan for the upcoming year, which will need to be ready and presented to all members during the first general meeting of the Fall Semester, which shall take place no later than the first three weeks of the Fall Semester. Each past member is responsible for preparing the new incoming members for this role to the best of their abilities.

### **ARTICLE IX – FUNDS**

All monies contributed to EGSA will go into accounts maintained by the Treasurer. These funds may be used to provide refreshments at meetings or events as long as the amount does not exceed ten percent of cash in hand or \$150, whichever is less. The membership shall determine when more considerable funds shall be provisioned for events or other expenses. The Executive Committee, upon the request of any officer, reserves the right to make emergency decisions to appropriate funds up to twenty percent of cash in hand, or \$200, whichever is less, without the consent of the general membership. The executive committee may refuse to honor any payments initiated without their express approval. EGSA is encouraged to apply for the grants available for student organizations per year.

### **ARTICLE X – FACULTY REPRESENTATIVE**

The Faculty Representative will be chosen every two years and must be a faculty member in the Department of Entomology. The Faculty Representative acts as an interpreter of departmental regulations and faculty views for the Association and as the envoy between The Department of Entomology and the student members of EGSA. The faculty representative must regularly attend EGSA meetings unless they are told explicitly that it is a closed meeting. When new students arrive, the Faculty Representative will inform the President so they can be formally invited to EGSA meetings. Finally, the Faculty Representative may be asked to assist in maintaining and updating the EGSA website.

**ARTICLE XI – AMENDMENTS**

An amendment to the Constitution should first be presented to the Executive Committee, who may then ask that the amendment be distributed to the membership for discussion. After being introduced to the membership, the revision can be voted on and accepted or rejected by a majority of the members present.

Any member of EGSA can be the originator or sponsor of a proposal to amend any part or part of this document.

**ARTICLE XII – DISSOLUTION**

EGSA will stand dissolved if a decision is reached by a unanimous vote of the executive committee (including faculty representative) and at least two-thirds of the general membership attending a well-advertised General Meeting. Votes of members unable to participate in the said meeting will be solicited at least one week in advance and considered in the final tally. The executive committee will set up a dissolution committee and faculty representative(s) to handle the reassignment of assets. The decisions made by this committee are final.