Bylaws

The Entomology Club

Drafted 2007

**Revised and Approved: 8 August 2020**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is The Entomology Club. This organization is affiliated with the University of Florida Entomology and Nematology Department. The Entomology Club’s website url is: <http://entnemdept.ufl.edu/club/UF_Entomology_Club/home.html>. The website for the department is <http://entnemdept.ufl.edu/>.

**ARTICLE II. PURPOSE STATEMENT**

The purpose of The Entomology Club is to give students the opportunity to be exposed to the world of arthropods through various outreach programs with the goal of educating others about the insects that are an integral part of their lives.

**ARTICLE III. COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, The Entomology Club shall be a registered student organization at the University of Florida. The Entomology Club shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV. UNIVERSITY REGULATIONS**

Section A. Non-Discrimination

The Entomology Club agrees that it will not discriminate on the basis of race, creed, color, religion, age, ability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

The Entomology Club agrees that it will not engage in any activity that is unwelcome conduct of a sexual nature that creates a hostile environment.

Section C. Hazing

The Entomology Club agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation, admission into, or affiliation with any student group or organization.

Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, The Entomology Club will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, and/or the University’s Title IX Coordinator.

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. OFFICERS**

Section 1. OFFICERS - Officers of The Entomology Club shall consist of a President, Treasurer, Secretary, Fundraising Chair, Communications Coordinator, Programming Chair, and the Fundraising Chair. Their duties are:

Clause A - PRESIDENT - The President shall be a general supervisor of the Entomology Club officers, shall appoint with the advice of the Executive Board, Chair of all regular and special committees, shall preside as chair at meetings of the Executive Board, and shall be an ex-officio member of all committees. The President may represent the Entomology Club or appoint alternate representatives to other Chapter, Section, or Society Boards, committees, and/or meetings.

Clause B - VICE PRESIDENT - The Vice President shall assume principal responsibility for outreach activities of the Entomology Club. These include, but are not limited to, Club participation in public school programs, College of Agricultural and Life Sciences events, and general University of Florida events as appropriate. In addition, the Vice President shall assume principal responsibility for informing members of and recruiting members for all events involving the Entomology Club. In the event the President is unable to serve, the Vice Presidentshall serve as a President pro-tempore and, for whatever period necessary, shall supervise and coordinate the activities of all committees in cooperation with the Committee chair.

Clause C - TREASURER - The Treasurer shall be responsible for the funds of the Entomology Club, and shall submit complete financial reports at the last meeting of the Entomology Club each spring. Duties also shall include the receipt and disbursement of funds, determination of voter eligibility, and reporting of financial status at meetings. It is also the responsibility of the Treasurer to attend the majority of Agricultural & Life Sciences College Council (ALSCC) meetings as they occur.

Clause D - SECRETARY - The Secretary shall be responsible for taking minutes at each regular and special club meeting. Minutes shall be made available to club members via posting on the website within 2 weeks of each meeting, as well as an electronic copy being sent to members via the listserv. Also, the Secretary shall be responsible for keeping a record of all meetings and events that the club participates in, documenting those events with photos that will be uploaded to the club website on a regular basis in tandem with the Communications Coordinator. Lastly, the secretary shall be responsible for updating and amending the club listserv as necessary.

Clause E – COMMUNICATIONS COORDINATOR – The Communications Coordinator shall be responsible for maintaining the Entomology Club’s website. This includes updating the website with the meeting minutes as they become available. The Communications Coordinator shall also be responsible for taking and uploading event photographs, keeping all links relevant, and maintaining the overall appearance and function of the club website. It is also the duty of the Communications Coordinator to manage the club’s Facebook page and/or any other form of social media that is deemed appropriate and necessary.

Clause F - PROGRAMMING CHAIR - The Programming Chair oversees any behind-the-scenes action. This includes, but is not limited to, updating and ensuring the bylaws are maintained and followed, assisting other executive board members with their own projects, working in tandem with the Communications Coordinator to check that calendars and events are made public in a timely manner, procuring guest speakers and other informative mediums for club meetings, and ensuring the club website is updated regularly.

Clause G - FUNDRAISING CHAIR - The Fundraising Chair has the following responsibilities: reaching out to potential sponsors for events, gathering vendors’ information for events (e.g. bug fair), working with the Vice President on BugFest, ensuring all money collected from events is accounted for with the Treasurer, and gathering as well as acting on new ideas for fundraising events.

Clause H - EXECUTIVE BOARD - The Executive Board of the Entomology Club shall consist of the elected President, the elected Treasurer, the elected Vice President, the elected Secretary, the elected Communications Coordinator, the elected Programming Chair and the elected Fundraising Chair. The Club Faculty Advisor will serve as an *ex officio* member.

Section 2. TERM OF OFFICE – Entomology Club officers must be voting members in good standing with the Entomology Club, serve From May 1 to April 31 annually, be formally installed at the last regular Club meeting each Spring (typically in April), and unless re-elected, terminate their duties at such time as their successors are elected and installed.

Section 3. VACANCIES - If the office of President is vacated for any reason, the Vice President shall assume the duties of the President. All other vacancies in any unexpired term of the elective office shall be filled through appointment by the Executive Board. All appointees must be Entomology Club Members in good standing, as defined: any member who has been to at least 3 meetings in a semester and/or participated in at least 2 Entomology Club events.

Section 4. REMOVAL FROM OFFICE - Any officer can be impeached for failure to perform their duties or for evidence of hazing, discrimination of any type, or conviction of a felony, or by a 2/3 secret ballot vote of the membership. Any member can propose impeachment of any given officer, with cause, at a regularly scheduled Entomology Club meeting.

**ARTICLE VII. ELECTIONS**

Section 1 - BALLOTING - Written ballots shall be received from the members by the President or their designee by the April regular meeting (typically the final annual Club Meeting) and shall be counted by the Nominating and Elections Committee. For ballot counting purposes, the President shall appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for an office.

Clause A - A signed absentee ballot may be submitted to the President by a member prior to the scheduled time for counting ballots.

Clause B - The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold more than one elective position simultaneously, but they may run for multiple positions during voting.

Clause C - In the event of a tie, each candidate involved in the tie will prepare a brief speech to present to the other club members explaining what they will bring to the position. Club members will then vote again between the members of the tie and the candidate receiving the largest number of votes on the written ballots shall be declared elected.

Clause D - In the event of a second tie after the procedures outlined in Article VII, Section 2, Clause C have been performed, the Executive Board will meet and decide on a candidate at their discretion. Whichever candidate is selected by the Executive Board shall be declared elected[SP13] .

Clause E - Graduating Club members may not vote. A graduating club member will count the votes from the elections.

Clause F - All nominees are encouraged to wear their favorite bug costume to the annual elections.

**ARTICLE VIII. FACULTY ADVISOR**

Normally, the Undergraduate Coordinator of the University of Florida’s Department of Entomology and Nematology will serve as the Entomology Club Faculty Advisor. However, Entomology Club members may exercise the option to elect any faculty member of the Department of Entomology and Nematology in Gainesville. If said faculty agrees, the current Entomology Club President should provide a written request to the Department Chair for that elected faculty member to be recognized as Entomology Club Faculty Advisor. The Entomology Club Faculty Advisor can be re-elected at the discretion of the Entomology Club membership. The Entomology Club Faculty Advisor will assist the Club Executive Board and membership and provide academic and programmatic advice upon request or necessity. The Entomology Club Faculty Advisor will be an ex officio member of the Executive Board. The Entomology Club Faculty Advisor shall serve for a one year term, but can serve consecutive years.

**ARTICLE IX. FINANCE**

The Entomology Club will not require membership dues; however, it will raise funds through donations for t-shirts, travel to leadership conferences, and other operational expenses of the organization. The Entomology Club will also apply for Student Government funding; a new budget shall be prepared by the Treasurer and President each spring and submitted to Student Government.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

Upon dissolution of the University of Florida Entomology Club, its Executive Board shall transfer all assets, accrued income, and other properties to the Department of Entomology and Nematology, University of Florida, with the understanding that said assets will be held for a maximum of 5 years from the date of dissolution of the Entomology Club, for redistribution to another departmental entomology club chapter that may be established in approximately the same geographical area within said 5 year period. If another chapter is not established within said area and period of time, the Department of Entomology and Nematology, University of Florida, may use or distribute all assets, accrued income and other properties as best determined by the Department Chair and their current advisory council.

**ARTICLE XI. MEMBERSHIP**

Section 1. ACTIVE MEMBER - Active membership\* in the Entomology Club shall be available to any student who is a registered student at the University of Florida, who has an interest in the objectives and activities of the Entomology Club, who takes part in projects and activities of the Entomology Club. Only Student Club Active Members may hold office, vote on official matters affecting the Club, and officially represent the Entomology Club on business by Board or officer appointment. \*Active membership is defined as any member who has been to at least 3 meetings in a semester or participated in at least 2 Entomology Club events

Section 2. ASSOCIATE MEMBER - Faculty, staff, and student spouses who have an interest in the objectives and activities of the Entomology Club may be associate members. Associate members do not vote or hold office.

Section 3. ALUMNI MEMBER - Alumni members shall be any members who are no longer active in the Entomology Club, but were previously active members for at least one full year.

Section 4. CHARTER MEMBER - Voting and Associate members in good standing prior to 1 November 2007 shall be considered Charter Members.

Section 5. RESIGNATION - Members may resign at any time by giving notice to the Entomology Club Secretary.

**ARTICLE XII. MEETINGS**

Section 1. REGULAR MEETINGS - Regular membership meetings shall be held at such times and places as determined and published by the Executive Board. There shall be no fewer than nine meetings each school year (one per month).

Clause A - ANNUAL MEETING. A regular meeting in between April 4th - 16th shall be known as the Annual Meeting, and shall be for electing or installing officers, receiving reports of officers and committees, and for any other business that may arise.

Clause B - MEETING NOTICE - Members must be notified at least a week prior to annual, regular, and special meetings.

Clause C - QUORUM - Quorum for annual, regular, and special meetings of the Student Chapter shall be over fifty percent of the membership or ten members in good standing, whichever is fewer.

Clause D - MEETING RULES - Order of business and parliamentary procedures at Student Chapter meetings shall follow Robert’s Rules of Order, latest revision.

Clause E – BYLAWS. Entomology Club Bylaws shall be available for inspection during every meeting. If these Bylaws are revised, the new revision must be approved by the Entomology Club membership before becoming effective.

Section 2. SPECIAL MEETINGS - Special meetings may be called by the President at any time, provided due notice and the purpose of the call is given.

Clause A - Only items listed in the President’s call for a special meeting shall be acted upon at the special meeting.

Clause B - All clauses under Section 1 of this Article also apply to special meetings.

**ARTICLE XIII. COMMITTEES**

Section 1. APPOINTMENTS - The Entomology Club President shall consider suggestions of the Executive Board in appointing chairs of any and all special committees. All committee chairs shall submit a written summary of committee activities to the President before the close of each annual Entomology Club business meeting.

**ARTICLE XIV. AMENDMENT TO BYLAWS**

Section 1. PROCEDURES - These bylaws may be altered or amended by a majority of the Entomology Club members voting at any annual or special meeting if due notice of the proposed changes (Article VI, Section 1B) is followed. A member who will be absent from the meeting may file an absentee ballot (Article V, Section 2B).

Section 2. CONFORMANCE - No amendment to these Bylaws shall be enacted that results in a conflict with The Society Bylaws. If these Bylaws are revised, the new revision must be approved by Entomology Club active members before becoming effective.