



## **Constitution of the English Graduate Association (EGA)**

27 March 2019

### **I. Name and Affiliations**

1. The name of this organization is the English Graduate Association (EGA).
2. EGA is an affiliate of Auburn University's English Department and is comprised of the graduate students belonging to that department.

### **II. Purpose**

The purpose of this organization is to organize activities for the social and professional development of its members and to provide its members with the following: a forum in which to discuss concerns pertaining to the English department and the English graduate student experience, advocacy within and outside of Auburn University, and representation, especially within the context of departmental committees and university councils.

### **III. Membership**

1. General Members
  - A) All students enrolled in the Auburn University Department of English graduate program are considered current members of EGA for which they owe no dues. A faculty advisor, selected by the Executive Committee, is considered an ex-officio member of EGA who advises and advocates for EGA at its request and who may attend an EGA meeting upon invitation.
  - B) Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.
2. Voting Members

All current members of EGA are voting members.

### **IV. Officers**

1. The Executive Committee officers will be Chair, Co-Chairs, Secretary/Parliamentarian, and Treasurer. For a general description of these positions and the responsibilities thereto pertaining, see the EGA Bylaws, Article III, Section 3.
2. The remaining positions on the EGA Executive Board will be held by those members of EGA elected to serve as Representatives to the Graduate Student Council or as members of various departmental and University committees. For a list of these positions see the Addendum to the EGA Bylaws. For a description of the responsibilities of these members see the EGA Bylaws, Article III, Section 3.
3. All officers must be current members of EGA. Any officer whose title denotes a specific degree program must belong to the degree program his or her title denotes.

4. Officers will hold office from their election until the following officer elections (approximately one calendar year).
5. If an officer's position is to become vacant during his or her term, an election will be held in accordance with the election policies laid out in the EGA bylaws.

## **V. Advisors**

1. EGA shall have an Auburn University faculty, administrator, or staff member serving as Advisor at all times.
2. This advisor may attend EGA meetings upon invitation or upon request. He or she shall also advise the members of EGA when needed and advocate for the concerns of EGA to both the English Department and Auburn University.
3. An advisor may be removed with a 2/3 majority vote among the current members of EGA who attend the meeting at which the vote is held. Should an advisor choose to leave the organization, it shall be the responsibility of the Co-Chairs to propose a new candidate for the advisor position. This candidate may then be approved according to the procedures laid out in the EGA bylaws.

## **VI. Meetings**

1. EGA meetings shall be held at least once a month with the potential for special meetings to be called as the need arises. Any of the principal EGA officers may call a meeting. A quorum shall require the presence of one Co-Chair and at least 2 from among the Secretary, Treasurer, and Parliamentarian and at least 2 other members of the executive board.
2. The general membership should be notified of the regular EGA meeting schedule at the start of each semester. All members should be notified of special meetings at least 48 hours prior to the scheduled meeting time.

## **VI. Amendments**

This constitution shall be amended by a simple majority vote of the EGA Executive Board followed by a 2/3 majority vote of those in attendance at the first general meeting following the officers' vote. Prior to a vote, the amendment in question should be submitted to the Co-Chairs and the faculty advisor, one of whom will then be responsible for distributing the amendment to the officers and then to the current EGA members for review.



## **English Graduate Association (EGA) Bylaws**

### **I. Purpose**

The English Graduate Association (EGA) is committed to serving the function and meeting the goals outlined in our Statement of Purpose (see the EGA Constitution, Article II).

### **II. Membership**

1. For the rules governing membership in EGA, see the EGA Constitution, Article III.
2. At the beginning of each academic year, English graduate student members may elect not to receive EGA emails. If they do not wish to receive EGA emails, members must email the Secretary requesting to be removed from the EGA emailing list. With their removal from the emailing list, they sacrifice all rights to information concerning EGA business and events and will be regarded as inactive members of EGA. English graduate students may request, via email to the Secretary, to be reinstated to active status and added to the email list, at which time all their rights as active EGA members would resume. EGA members who wish to vote on official business must be present for the meeting at which the vote is to be held.

### **III. Executive Board Officers**

1. The organization will elect out of its membership body the following officers:
  - Chair
  - Literature Co-Chair (must be a current MA or PhD student\* in the literature track)
  - Creative Writing Co-Chair (must be a current MA or PhD student\* in the creative writing track taking coursework)
  - Rhetoric & Composition Co-Chair (must be a current MA or PhD student\* in the rhetoric & composition track)
  - MTPC Co-Chair (must be a current MTPC student)
  - Secretary / Parliamentarian
  - Treasurer
  - SELARC Coordinator
  - Representatives to the Graduate Student Council (GSC) (one PhD and one MA or MTPC student)
  - Representatives to various departmental and University committees

\* Only PhD students who are still taking coursework during the year of service are eligible for election as Co-Chair.

The Chair, Co-Chairs, Secretary/Parliamentarian, and Treasurer are considered the Executive Committee. The Executive Committee and the SELARC Coordinator, GSC representatives, and the departmental/committee representatives shall comprise the Executive Board, which is responsible for the organization and the oversight of EGA business and activities.

2. The Executive Board shall meet in the first weeks of each semester and set EGA's business docket for the semester. The organization's agenda includes, but is not limited to, the scheduling of EGA events and officer elections as well as the determination of legislative and policy goals

that EGA will pursue that semester. The board is a planning body and has no power to set policy without holding a vote of which the general membership has been informed and in which all members have been invited to participate. The board can also submit recommendations to the membership via the emailing list or during open forum meetings. The Chair and Co-Chairs may call additional board meetings as needed. Board meetings are to be publicized and all new business is to be conducted in open forum.

3. The board members and their respective powers and responsibilities are as follows:

**A) Chair**

- Oversee and ensure equitable distribution of responsibilities among Executive Committee members
- Hold an Executive Committee meeting at the start of each semester to determine agenda for EGA
- Ensure continued service by a faculty advisor
- Maintain the organization's official status through the Student Government Association (SGA) registration process
- Call and officiate at meetings
- Serve as liaisons between the membership and the faculty/administration
- Appoint and chair ad-hoc committees as necessary
- Call and moderate Executive Board meetings
- Develop with the Executive Board the business docket for the semester
- Frame questions for a vote

**B) Co-Chairs**

- Call and officiate at meetings
- Serve as liaisons between the membership and the faculty/administration
- Appoint and chair ad-hoc committees as necessary
- Call and moderate Executive Board meetings
- Develop with the Executive Board the business docket for the semester
- Frame questions for a vote

These powers and responsibilities are to be divided equitably among the Chair and Co-Chairs, who shall work closely together and keep one another informed of individual activities. In the event that a timely decision must be made, the Chair or any Co-Chair may be called upon, but all decisions must be reported to the Executive Board in a timely fashion.

**C) Secretary / Parliamentarian**

- Develop and maintain EGA's emailing list
- Take minutes in Executive Board and open-forum meetings
- Publicize minutes to EGA general membership via email
- Maintain or delegate authority to maintain EGA's various media
- Maintain a public calendar of EGA events
- Interpret EGA's bylaws if and when a dispute arises
- Receive and tally votes in elections and general instances of voting
- Ensure that all EGA elections, meetings, and activities are executed in accordance with the herein stated bylaws

**D) Treasurer**

- Maintain records of EGA finances
- Serve as primary contact on EGA account at Auburn Bank
- Make bank deposits & withdrawals on behalf of EGA
- Authorize checks as necessary
- Oversee transfer of records and bank account info to new treasurer at the

- beginning of the academic year
- Submit any necessary requests/materials for funding from SGA and represent EGA at any hearings regarding those requests

**E) Committee Representatives and Graduate Student Council (GSC) Representatives**

- Attend all meetings of their committee or organization and participate fully to represent EGA's interests
  - Report pertinent information to the Chair and/or Co-Chairs in a timely manner
  - Deliver meeting minutes to Secretary for publication via email
- Fulfill any and all other duties as defined by their respective committees

**F) SELARC Coordinator**

- Coordinate planning, promotion, and execution of The Southeastern Liberals Arts Research Conference (SELARC)
- Work with EGA to coordinate and develop conference theme, call for proposals, timeline, etc.
- Establish and coordinate ad hoc committees to help develop, plan, program, promote, and execute SELARC
- Coordinate with Chair and Co-Chairs in search for, recruitment of, and payment to Keynote speaker
- Coordinate arrangements for venue, catering, keynote, and participants
- Keep EGA and SELARC website updated with conference information
- Act as liaison with EGA to English Department stakeholders
- Report pertinent information and progress to the Executive Board in a timely manner

4. A listing of all committee and representative positions will be distributed prior to annual elections. In the event that new committees are formed during the year, positions will be publicized, elections held, and representatives elected. If an election is not possible in the allotted time, the Executive Board shall appoint a representative and inform the EGA membership of their action, with detailed explanation of their choice of appointment.
5. Although EGA elects desired committee nominees from its membership, the elected nominee from each committee must be approved by the department head. Furthermore, any positions on committees are available only at the discretion of the department head. All positions on standing/ad hoc committees requiring graduate student representation will be filled following EGA election procedures for each position.
6. An updated list of committees that require graduate student representatives and the names of the representatives serving on each of these committees will be attached as an addendum to the bylaws at the start of each fall semester.

**IV. Voting Procedures**

1. General (Non-Election) Voting:

- A) At any EGA meeting, any member in attendance may pose a question, raise an issue, or suggest a topic for consideration. If the presiding Co-Chair decides that this discussion necessitates a vote, those present may decide whether to hold the vote at the time of discussion or to schedule the vote for a later meeting. Such items may include future EGA events, policies, bylaw amendments, etc.
- B) In the event that a vote is called, the Secretary/Parliamentarian will determine whether the outcome will be decided by a simple or 2/3 majority vote of those present. Only those EGA members in attendance—in person and virtual—when the vote is held will be allowed to vote, and no voting will be conducted by email.
- C) Once the outcome of a vote has been determined, the Secretary must publicize this result to

the general membership in a timely fashion.

2. Election Voting:

- A) Between three and five weeks before the end of the spring semester, EGA will hold elections for officer and committee positions. All officer and committee positions, regardless of term, are up for reelection. Committee representatives who have time remaining on their departmental term may seek reelection to that committee, as may any officer who wishes to fill his or her position again. No EGA member may run for more than one executive position unless there are no other candidates willing to serve in at least one of the positions for which he or she has been nominated. In the event that one person holds two officer positions, that person shall only have one vote in Executive Committee meetings. A member may run contested in one race and still be nominated for other, uncontested positions. No member may run in more than one uncontested race.
- B) Should any officer or committee representative repeatedly fail to satisfy the requirements of his or her position (including, but not limited to, the responsibilities outlined in EGA Bylaws, Article III, Section 3, as well as regular attendance of EGA meetings and events), a quorum of the EGA membership may call for removal of that officer or committee representative, which can be accomplished through a two-thirds (2/3) majority vote. Failure to attend two or more EGA meetings, without providing written notification to the Executive Committee, shall result in automatic dismissal from elected office. An election will be held in accordance with the election policies laid out in the EGA bylaws to fill the vacant position.
- C) If any position is being sought by only one candidate, the candidate wins by default, and no election is held for that position.
- D) Terms of office begin immediately after the election. Results of elections shall be announced before the end of the spring semester.

**V. Activities**

- 1. EGA will host at least 2 professional development events each semester. Ideally, one of these will seek to address the concerns of PhD students, while the other will seek to address the concerns of Masters students (from all tracks).
- 2. Every spring semester, EGA will host The Southeastern Liberal Arts Research Conference (SELARC), an academic conference at which scholars from Auburn and other institutions at every level from any field, including, but not limited to, literature, creative writing, technical and professional communication, rhetoric, composition, philosophy, history, art, mathematics, and social and physical sciences, will present their work. The conference will feature scheduled panels and a paid keynote speaker.
- 3. Beyond these activities, the level of organized and planned activities in EGA is to be determined on a case-by-case basis per term or academic year. Social events are encouraged, but no set number per semester is prescribed. Committees involving travel, funding, colloquia, community service, etc. can be established by vote.

**VI. Adoption and Amendment of these Bylaws**

These bylaws (Revision V: Proposed March 27, 2019) will go into effect upon approval of a 2/3 majority vote conducted under the procedures herein defined.

(Revision VI: Adopted March 27, 2019)

(Revision V: Adopted April 4, 2018)

(Revision IV: Adopted November 9, 2015)

(Revision III: Adopted November 30, 2011)

(Revision II: Adopted March 4, 2006)

(Revision I: Adopted December 4, 2000)  
(Original Bylaws: 1995)

