

Constitution of the English Graduate Student Association of the University of North Carolina at Charlotte

Created 22 June 2016

Section 1: Name

This organization shall be known as the English Graduate Student Association and referred to by the acronym EGSA.

Section 2: Purpose

The purpose of the English Graduate Student Association (EGSA) is two-fold. First, EGSA will support the advancement of the educational goals of its members. Second, EGSA will provide opportunities for networking with the faculty of the English department and with members of EGSA.

Section 3: Composition

The English Graduate Student Association shall be composed of:

- A. The Executive Board: The executive board shall include the following officers: President, Co-President, Vice President, Treasurer, Co-Treasurer, GPSG Senator, and Secretary and shall be elected according to and perform the duties outlined in the Bylaws Section 4.
- B. Membership: The English Graduate Student Association shall be open to all students enrolled at the University of North Carolina at Charlotte. Membership occurs on three levels as outlined in the Bylaws. In addition, members are required to pay dues as outlined in the Bylaws Section 6.
- C. Faculty Advisor: The Faculty Advisor will be the English Graduate Coordinator. The Advisor shall act as a liaison between the students and the larger faculty and administration. This individual is not considered a member of the English Graduate Student Association and does not have voting rights.

Section 4: Powers of the English Graduate Student Association

The English Graduate Student Association shall have the powers and responsibilities to accomplish the following:

- A. To enact laws and conduct business necessary and proper to promote the general welfare of the members of the English Graduate Student Association.

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Section 3: Function

The English Graduate Student Association shall provide the following functions:

- A. Provide networking opportunities with other English graduate students.
- B. Help graduate students form study groups with other students for the subject lists.
- C. Make available information on regional and national conferences and help graduate students get there by advising about travel reimbursement applications. (See bylaws for rules.)
- D. Award one professor the honor of EGSA Graduate Instructor of the Year.
- E. Host an annual conference at UNC Charlotte—the EGSA Conference.

Section 4: Executive Board

The Executive Board of the English Graduate Student Association shall consist of a President, Co-President, Vice-President, Treasurer, Co-Treasurer, GPSG Senator, and Secretary who perform the following duties:

- A. President
 - a. Shall act as chairperson of the Executive Board and at all membership meetings.
 - b. Shall hold the best interests of the graduate students in the English program, objectively presenting student opinions and concerns to the proper authority(s).

- c. Shall oversee any business or programs of EGSA, maintaining proper discretion, motivation, and order
- d. Shall represent the organization in its external affairs including, but not limited to, the Graduate and Professional Student Government (GPSG).

B. Co-President

- a. The EGSA Co-President plans and presides at all council and open meetings for the organization and call for a vote as necessary with the President.
- b. The Co-President is also responsible for delegating tasks and ensuring that all assignments are carried through to completion. They are both representative of the organization and of all graduate students in the department.
- c. If the Co-President is a first-year grad student, they are expected to learn from the second-year Co-President through participation in presidential duties so that they are fully prepared to lead the organization with an incoming Co-President the following year.
- d. If the first-year Co-President does not wish to stay in the position during their second year of grad school, then they are responsible for training their successor(s).

C. Vice President

- a. Shall preside at meetings and represent the organization in its external affairs in the event the President is unable to perform his or her duties.
- b. Shall assist the President as delegated and act as advisor to the President.
- c. Shall submit a full report to EGSA at the end of the academic year summarizing his or her involvement and outlining recommendations for future consideration.

D. Treasurer

- a. Shall manage all funds held by EGSA, and shall keep a permanent record of all financial matters and transactions.
- b. Shall be responsible for bill payments and financial reimbursements.
- c. Shall prepare an annual budget request to be submitted to the GPSG.
- d. Shall perform all other duties as delegated by the President.
- e. Shall submit a full report at the end of each academic semester of the business shown in his or her records.

E. Co-Treasurer

- a. The Co-Treasurer handles all finance and budget related issues. The main jobs are to attend EGSA meetings and represent the financial interests of EGSA, including educating the Co-President and President and other officers on the budget guidelines and assisting them in understanding the financial aspects of event planning and travel requests.
- b. It is the job of the Co-Treasurer and Treasurer to keep financial records, such as copies of receipts and paperwork and to create and maintain a budget for all events, especially the annual conference. Before requesting or receiving any money, the Co-Treasurers must complete mandatory workshops with the Graduate and Professional Student Government (GPSG) and the Student Activities Fees Commission (SAFC).
- c. The Co-Treasurer and Treasurer also interface with departments (English Department, GPSG, SAFC, etc.) to request funding and receive spending guidelines. When planning events, the Co-Treasurer and Treasurer also interact with vendors and handle donations.
- d. It is their job to complete and/or approve all financial documents as the member with “signature authority” for GPSG and SAFC, as well as to help interface between EGSA and various funding sources regarding student travel.

- e. As a member of the EGSA team, the Co-Treasurer and Treasurer also perform any other duties or tasks as delegated.

F. GPSG Senator

- a. The GPSG Senator is the liaison between EGSA and GPSG, the student governing body for the entire graduate school.
- b. The primary duties of the GPSG Senator are to attend all GPSG meetings (usually held on Tuesday evenings at 5pm), vote in accordance with the best interests of EGSA as well as the entire graduate school and reporting to EGSA about any pertinent issues.
- c. The GPSG Senator is also responsible for ensuring that EGSA maintains its charter. Primarily, the duties entailed in this are to attend all officer meetings and keep track of the requirements for volunteer hours and log them (while the EGSA conference does count as volunteer hours, the GPSG Senator is responsible for setting up volunteer activities to obtain the remainder of the required volunteer hours).
- d. Along with these duties, the GPSG Senator frequently assists the other officers with their duties, especially during conference time when time constraints can place additional stress on the other officers.

G. Secretary

- a. Shall prepare the minutes for all business meetings of EGSA and the executive board.
- b. Shall provide copies of all minutes to all members.
- c. Shall handle official correspondence of EGSA except where officially delegated otherwise.
- d. Shall keep a permanent record of all Constitutional amendments, bylaws, and acts passed by EGSA, and shall be responsible for handing out an updated version of this document at the beginning of each semester.
- e. Shall be responsible for EGSA website updates.
- f. Shall perform all other duties as delegated by the President.
- g. Shall submit a full report to EGSA at the end of the academic year summarizing his or her involvement and outlining recommendations for future consideration.

Section 5: Elections

- A. Nominations and elections for the President, Vice President, Secretary, and Treasurer of the English Graduate Student Association shall be made in April for the following academic year.
- B. If no one is nominated, the Executive Board of the English Graduate Student Association has the power to appoint a member to fulfill the term.
- C. Nominations will be made via email to the English Graduate Student Association.

Section 6: Removal of Officers

- A. Any officer shall be automatically removed from office if they cease to be a student in good standing at the University of North Carolina at Charlotte.
- B. At any time, an officer who has not completely fulfilled his or her duties as stated in this constitution can be removed from office by a simple majority (50% + 1) vote of the membership.

Section 7: Membership

The English Graduate Student Association will have three levels of membership:

- A. Full Members: Those eligible for membership within the English Graduate Student Association as Full Members shall be graduate students presently enrolled in the English Graduate Program at the University of North Carolina at Charlotte.
- B. Associate Members: Those eligible for membership within the English Graduate Student Association as Associate Members shall be graduate and post-baccalaureate students enrolled at the University of North Carolina at Charlotte with interest in English studies.
- C. Affiliate Members: Those eligible for membership within the English Graduate Student Association as Affiliate Members shall be undergraduate students enrolled at the University of North Carolina at Charlotte with interest in English studies.

Section 8: Dues

EGSA members are not required to pay dues, regardless of level of membership.

Section 9: Meetings

- A. The Executive Board shall meet at least once per month during the fall and spring semesters.
- B. The English Graduate Student Association will hold membership meetings no fewer than two times per semester. During these meetings, a quorum of two-thirds the membership must be present in order to enact any rules, votes, and conduct any business for the English Graduate Student Association.

Section 10: Treasury Laws

- A. Budget Approval: Budget may be approved by a simple majority (50% + 1) of a quorum as outlined in the Bylaws.
- B. Travel Requests and Reimbursement: Members may request funds for travel by following these guidelines:
 - a. The member shall notify EGSA via email as soon as he or she knows that he or she is interested in attending a conference.
 - b. The member should send EGSA a request for travel money when sending in a proposal to a conference.
 - c. Travel requests must be made to EGSA five weeks in advance.
 - d. All GPSG travel guidelines must be understood and followed by the member requesting the money. It is the member's responsibility to get all forms filled out and signed.
 - e. Travel money is reimbursed, not given in advance.
 - f. The member must submit receipts to EGSA within one week of returning from the conference.
 - g. If these guidelines are not met, EGSA cannot do anything to correct the problem.
 - h. Travel money is awarded on a first come, first serve basis.
 - i. Those students with proposals accepted to a conference have first priority; however, some funds are sometimes available to those students who simply want to attend a conference. In this case, the above guidelines must still be followed.

Section 11: Formation of Special Committees

The Executive Board may form and dissolve committees at their discretion.