

**Constitution of The Association of English Graduate Students**  
Department of English, Marquette University  
Adopted April 11, 2002 and reflecting subsequent amendments recorded in meeting minutes.

**Preamble**

The Association of English Graduate Students (AEGS) exists to provide graduate students with opportunities that will enhance understanding of the discipline and the profession, as well as participation in affairs related to graduate education.

**Article I: Name**

The name of this organization shall be the Association of English Graduate Students (AEGS), hereafter referred to as the Organization.

**Article II: Purpose**

AEGS strives to foster community among graduate students and faculty in the department, to prepare graduate students for professional life, and to serve as a representative body to various committees within the English department. AEGS believes that the understanding of one's discipline and profession is not bounded by class schedules and academic calendars and that commitment to learning and professionalism is not separated from good fellowship and living.

**Article III: Membership**

**Section 1:** Membership shall be open to any Marquette University English graduate student.

**Section 2:** Non-discrimination Clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran's status, sex, national origin, or disability in its selection of members, educational programs, or activities.

**Article IV: Officers**

**Section 1:** Officers of the organization shall be as follows: President, Vice President, Secretary, Treasurer, Liaison to Graduate Studies Committee, Liaison to First Year English Committee, Liaison to Faculty, Liaison to Preparing Future Faculty, Liaison to First-Year M.A. students, Liaison to Second-Year M.A. students, Liaison to Ph.D. students, and Public Relations Officer. In addition to these officers, AEGS also consists of a volunteer webmaster position (for details, see clause M under Article IV, Officers).

**Section 2:** Election of officers. Officers are elected late April of each academic year. All English graduate students may nominate officers. Nominees may accept nominations for up to two offices. English graduate students then vote by ballot. If a nominee wins two offices, then the nominee selects which office s/he will fill, and the runner-up fills the declined office.

**Section 3:** Officers shall take office the beginning of May of each academic year and shall serve one full academic year until the following April when new officers are elected. Before officially taking office, new officers shall receive some sort of synopsis from the previous officer holding the respective position regarding activities the officer arranged during his/her term, issues still open or in progress, and any other relevant and/or helpful documents or information.

**Section 4:** Officers shall not be on academic or university probation at the time of their elections and throughout their terms of office.

**Section 5:** There is a two year limit in any one position, but no term limit for Executive Committee membership.

The positions of Secretary, Treasurer, and Liaison to First Year MA Students will be elected separately during the first week of classes of the fall semester. The nominees will be new graduate students. Only the new graduate students will vote in this election. If no one decides to run for one of these positions, the committee will appoint someone to the position (either a new or current graduate student).

**Section 6:** Duties of Officers.

### **A. President**

Those eligible to be President must have reasonable understanding of and experience as a graduate student in Marquette's English department. The President is responsible for conducting organization business including, but not limited to, overseeing AEGS projects and sub-committees, organizing and facilitating executive meetings, acting as a liaison between AEGS and the chair of the department, and providing general overall guidance to the Organization. The President prepares the ballots for elections, contacts nominees regarding their acceptance or decline of nominations, and informs candidates of election results. Should the President be running in the election, then another disinterested party will be responsible for collecting and counting the ballots and relay the count information to the President so that the President may inform the candidates of the election results. The President shall also prepare a semester and year-end report documenting the Executive Board's progress towards its stated goals and assessment of work still to be done.

### **B. Vice-President**

The Vice President's primary function is to support and assist the President in his or her administrative duties. The Vice President works in conjunction with the

President to plan and facilitate the meetings. In addition, the Vice President aids the President in maintaining contact with the administration of the department concerning departmental matters. The Vice President supports the entire executive committee by serving on sub-committees and attending events planned by other AEGS officers. Finally, the Vice President serves as liaison to the Graduate Student Organization, attending GSO meetings. The Vice President reports to the GSO concerns that are raised by graduate students and by AEGS. The Vice President reports back to AEGS regarding GSO meetings.

### **C. Secretary**

The Secretary is responsible for taking and distributing executive meeting minutes.

### **D. Treasurer**

The Treasurer primarily focuses on the management of AEGS funds. S/he should ensure that the money is in a secure place (e.g. a checking account). The Treasurer always uses a separate AEGS account rather than a personal account that could be or is used for additional groups or persons. The Executive Committee should always approve the distribution of AEGS funds, or at the very least the President should be informed, before the money is allotted to anyone or for anything. In accordance with the mission of AEGS, these funds are reserved for the promotion of graduate student professionalism in the form of reimbursing conference registration fees of presenters and to finance social events that promote graduate student interaction. Additional responsibilities include: Actively organizing fundraisers specifically designated to enhance the coffers of AEGS (which is separate from funds raised in connection with volunteering endeavors that AEGS supports).

- Depositing and distributing the funds
- Keeping the budget balanced
- Managing and advertising applications for the reimbursement of conference registration fees for grads each semester
- Becoming involved in the other activities organized by AEGS

### **E. Liaison to the Graduate Studies Committee**

The Liaison to the Graduate Studies Committee attends AEGS and GSC meetings. This liaison reports to the GSC concerns raised by graduate students and by AEGS. This liaison reports back to AEGS about GSC meetings.

### **F. Liaison to First-Year English**

The responsibilities of the AEGS Liaison to the First-Year English Committee include, but are not limited to the following:

- Attend First-Year English Committee Meetings
- Report to the Committee the interests, wishes, and concerns of graduate teaching assistants working within the First-Year English Program
- Attend AEGS Executive Committee Meetings
- Report to the Executive Committee that which is discussed at the First-Year English Committee meetings
- Assess the needs and requests of teaching assistants and report these to the First-Year English committee

### **G. Liaison to Preparing Future Faculty**

The PFF Liaison should be prepared to serve not only on the AEGS Executive Committee but also play some role in the PFF Executive Committee to further the English department's presence and seek to serve the interest of the department in greater Graduate School functions and possibilities. To what degree the Liaison participates with PFF is up to his/her own discretion, but the Liaison's responsibilities must include keeping the AEGS executive committee abreast of relevant activities in PFF and act as a conduit between the two factions as relevant events and possibilities merit appropriate.

### **H. Liaison to First-Year MA Students**

This Liaison stays in contact with the first-year MA students and is aware of their needs, concerns, and desires as a whole and individually. During AEGS proceedings, this Liaison sees that those needs, concerns, and desires are adequately represented and addressed. This Liaison participates in AEGS functions and activities as needed. In addition, the Liaison to First-Year MA Students keeps and updates a list of student and faculty fields of interest.

### **I. Liaison to Second-Year MA Students**

*The Liaison to Second-Year MA Students:*

- represents second-year MA issues/opinions/suggestions
- is a liaison between AEGS/other interested parties and second year MA students
- organizes events/meetings pertinent to second year MAs, including preparation for MA exams
- fosters a community of friendship and support amongst second year MA students and between second year MA students and other graduate students and faculty generally
- keeps and updates a list of student and faculty fields of interest

### **J. Liaison to Ph.D. Students**

The Liaison to Ph.D. students should be a first year or second year Ph.D. student still attending classes who wishes to bring the needs of the English Ph.D. students here at Marquette to the floor. This liaison needs to have contact with the

other Ph.D. students via verbal or written communication in order to ascertain the most pressing needs of these students. In addition, the Liaison to Ph.D. Students keeps and updates a list of students and faculty fields of interest.

### **K. Liaison to Faculty**

The Liaison to Faculty attends faculty meetings and works as an intermediary between the department faculty and graduate students, representing the interests and concerns of each to the other. The Liaison to Faculty should also help organize and support AEGS and other activities that promote faculty and graduate student interaction.

### **L. Public Relations Officer**

The PRO is responsible for publicizing AEGS events via email, posts, signs, press releases as appropriate, word-of-mouth, mailbox fliers, etc. The PRO in general aims to solicit involvement in AEGS and to keep members of the department aware of AEGS functions. The PRO also organizes appropriate AEGS social events among graduate students and plans with the general advice of the department chair various department-wide social events such as the English Department Christmas party and/or the Start-of-the-Year party.

### **M. Webmaster (Voluntary non-voting position)**

In addition to these offices, AEGS also consists of a webmaster position. This position is a volunteer position instead of an elected one; if none of the elected officers volunteer, then the Executive Committee will recruit another graduate student to hold the position. Responsibilities include keeping the minutes and other information on the AEGS web site up-to-date; e.g., maintaining an accurate list of "who's who" in the organization.

### **Article V: Removal of Officers**

**Section 1:** Officers failing to fulfill their given responsibilities and duties may be removed by the regular members of the organization. This includes missing more than three executive committee meetings during the academic year.

**Section 2:** The removal of an officer requires a 2/3 vote of a quorum following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.

### **Article VI: Replacement of Officers**

**Section 1:** In the case where the presidential office is vacant, the vice-president will immediately fill the position.

**Section 2:** All other executive board positions found to be vacant shall be filled by appointment immediately. The Executive Committee will appoint a replacement; this replacement will hold office for the duration of the current term.

## **Article VII: Meetings**

**Section 1:** A regularly scheduled general meeting shall be held at least once each month. The officers may call additional meetings when the need arises.

**Section 2:** A quorum shall consist of 50% the regular members.

**Section 3:** A quorum shall be present in order for any official business to be conducted.

**Section 4:** Parliamentary Authority: meetings shall be conducted according to the agenda set prior to each meeting. Prior to each meeting, the President shall solicit items from officers that officers would like to address at the meeting. The President shall make the meeting agenda according to the items officers state they would like to discuss.

## **Article VIII: Committees**

**Section 1:** The officers of the organization shall have the authority to create any committees, standing or special, that will further the purpose of the organization.

**Section 2:** Committees will be created as the need arises.

## **Article IX: Amendments**

**Section 1:** All amendments to this constitution require notice of one week prior to being discussed and voted upon.

**Section 2:** All amendments require a 2/3 vote of a quorum for adoption.

**Section 3:** Amendments become effective only after approval by the Office of Student Development.