

# Constitution of the Association of English Graduate Students

Department of English, Marquette University

Adopted: July 2019

## Preamble

The Association of English Graduate Students (AEGS) exists to promote graduate student success by enhancing understanding of the discipline, facilitating professionalization, and developing systems of support and community among students.

## Article I: Name

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

## Article II: Purpose

AEGS exists to promote the cornerstones of English graduate education: scholarship, professionalization, and socialization.

- a) Scholarship: In promoting scholarship among graduate students, AEGS provides students with opportunities to develop and showcase their scholarly research, creative works, and academic projects.
- b) Professionalization: AEGS aims to facilitate professionalization through training opportunities, workshops, and collaborative sessions which help graduate students prepare for professional life.
- c) Socialization: AEGS strives to foster community among graduate students and faculty in the department and to serve as a representative body and graduate student advocate to various committees within the English department.

## Article III: Membership

**Section 1:** Membership shall be open to any current 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, gender identity, age, sexual orientation, religion, veteran's status, sex, ethnic background, or disability in its selection of members, officers, educational programs, or activities.

## Article IV: Officers

**Section 1:** Officers of AEGS shall be as follows: PhD Co-President, M.A. Co-President, Treasurer, Community Liaison, Communications Director, Digital Technology and Media Coordinator, and Project Liaison. In addition to these officers, AEGS may also appoint liaisons at the discretion of the executive committee.

### **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 she/he/they will fill, and the runner-up fills the declined office. If no nominees accept their nominations or if there is an absence of nominees for any position, the election for the position shall be delayed until the second week of the Fall semester where first-year graduate students will also be eligible for nomination to the position.

**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 transition materials and a transition report from the previous officer holding the respective position regarding activities the officer arranged during his/her/their 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.

## **Section 6: Duties of Officers**

### A. Co-Presidents

Those eligible to be Co-President must have reasonable understanding of and experience as a graduate student in Marquette's English department. The Co-Presidents are 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
- serving as the liaison to the Director of Graduate Studies and the Graduate Studies Committee
- providing general overall guidance to AEGS

The Co-Presidents facilitate elections, including:

- preparing the ballots for elections
- contacting nominees regarding their nominations
- and informing candidates of election results.

Should one Co-President be running in the election, then the other Co-President or a disinterested party will be responsible for collecting and counting the ballots and relaying the count information to the Co-Presidents. The Co-Presidents shall also prepare a year-end report documenting the Executive Committee's progress towards its stated goals and assessment of work still to be done. This shall be delivered to the incoming Co-Presidents and the Director of Graduate Studies in May.

The Co-Presidents may divide their responsibilities along whatever lines they determine to be most practicable. In the event of a disagreement between the Co-Presidents regarding their responsibilities, the issue shall be subject to a majority vote by the rest of the executive committee.

### B. Treasurer

In accordance with the mission of AEGS, funds are reserved for the promotion of graduate student professionalism (i.e. reimbursing conference registration fees of presenters) and to finance social events that promote graduate student interaction. To ensure fair allocation and management of funds, AEGS members are not eligible for travel or research grants.

The Treasurer is responsible for the management of AEGS budgets and funds. S/he should ensure that the money is in a secure place (e.g. a checking account). The Treasurer must use a separate AEGS account rather than a personal account. Before the allocation of these funds, the Executive Committee must provide the treasurer with written approval.

Additional responsibilities include:

- Actively organizing fundraisers specifically designated to enhance the coffer of AEGS

- Depositing and distributing the funds
- Keeping the budget balanced
- Managing and advertising applications for the reimbursement of conference registration fees for graduate students each semester

#### C. Community Liaison

The responsibility of the Community Liaison is to provide clear communication channels for graduate students to both have access to information and to express their views. This will be accomplished through:

- Organizing and holding town hall meetings regularly to gauge student needs
- Serving as AEGS representative to committees as needed. Either the CL or the CD will serve as the representative to FAME.
- Liaising between the Department Chair, DGS, and students as needed
- Coordinating professionalization events and training workshops
- Serving as representative for the Center of Teaching and Learning

All communications are to be reviewed and approved by the Co-Presidents before dissemination.

#### D. Communications Director

The Communications Director aims to solicit involvement by graduate students and department faculty in AEGS activities. Responsibilities include:

- Managing communications with graduate students. This includes creating and distributing promotional materials, emails and other communication that are reviewed by the executive board
- Keeping minutes of all AEGS board meetings
- Serving as AEGS representative to committees as needed. Either the CL or the CD will serve as the representative to FAME
- Organizing appropriate AEGS social events among graduate students

All communications are to be reviewed and approved by the Co-Presidents before dissemination.

#### E. Digital Technology and Media Coordinator

The DTMC is responsible for maintaining all of AEGS's social media platforms – Facebook, Twitter, etc. – with the goal of creating a cohesive and professional online presence for the organization. Responsibilities include:

- Building and maintaining a strong, professional presence on Marquette's English department webpage
- Working with Communications Director to keep information available across platforms current
- Consistently updating the organization's online presence and building social network
- Providing technical and media support as needed

#### F. Project Liaison

The Project Liaison serves as a flexible manager and aide on various projects throughout the course of the year. Rather than being tied to any one task, the position of Project Liaison is adaptable to needs as they arise. Responsibilities include:

- Working with various board members on ongoing projects
- Serving as point person for new projects
- Filling new roles as the need arises

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

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

**Section 2:** The removal of an officer requires a 3/4 vote of a quorum of the remaining members of the executive committee 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 in which one Co-President office is vacant, the other Co-President will immediately assume the full responsibilities of the Co-Presidents.

**Section 2:** All other executive committee 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 3/4 of the executive committee.

**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 Co-Presidents shall solicit items from officers that officers would like to address at the meeting. They shall make the meeting agenda according to the items officers state they would like to discuss.

#### **Article VIII: Committees**

**Section 1:** The executive committee 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:** After initial adoption by the board, all amendments to this constitution require notice of one week prior to being discussed and voted upon.

**Section 2:** All amendments require a 3/4 vote of a quorum for adoption.