

English Graduate Student Organization Constitution

ARTICLE I. NAME AND PURPOSE

Section 1. Name of Organization

The name of the organization established by this constitution will be English Graduate Student Organization (EGO) of North Dakota State University (NDSU)

Section 2. Purpose of Organization

The purpose of this organization will be to:

- A. Professionalize the Membership in their efforts to pursue career goals and to identify opportunities to gain and refine professional knowledge and skills related to English studies
- B. Represent Membership in the English Department by increasing awareness of the perspective of the graduate students enrolled in the English Graduate Studies Program, and by representation on committees and through statements of Membership positions on relevant issues
- C. Develop a sense of community among Membership during and after enrollment in the English Graduate Studies Program by holding events and encouraging participation in activities beyond scholarly endeavors

ARTICLE II. MEMBERSHIP

Section 1. University Policies

Non-Discrimination Statement:

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, ndsu.eoaa.ndsu.edu.

Anti-Hazing Statement:

Hazing is prohibited regardless of location, intent or consent of participants. Hazing is defined as any action or situation that intentionally or unintentionally endangers a student for admission into or affiliation with a student organization or group. Such activities and situations include, but are not limited to, paddling in any form; creating excessive fatigue; forced consumption of any substance; forced road trips; morally degrading, demeaning, unsanitary, humiliating games or stunts; and harassment, ridicule or other activities prohibited by law or university policy. It is the responsibility of the organization and its leadership in conjunction with the (inter)national organization, if any, to protect potential members, members or other persons associated with the organization from any hazing activity or practice conducted, condoned, or encouraged by the current members of the organization, alumni or other associates. The university or individuals may file a complaint of hazing with the Dean of Student Life Office. Individuals and/or groups may also be subject to criminal and/or civil liability beyond the jurisdiction of the university.

Section 2. Requirements of Members

- A. Anyone may become a member who:
 - i. Is an NDSU student
 - ii. Is an enrolled (full- or part-time) student in the English Graduate Program
 - iii. Agrees to adhere to the Mission Statement and Constitution of the Organization

Section 3. Removal of Members and Appellate Process

- A. Ground for removal of members include:
 - i. Violation of University Policy
 - ii. A member may be removed by the following process:
 - a. A petition to remove the member should be submitted to the president. Such a petition must contain the signature of at least 50 percent of the voting members. When such a petition is received, the President will call a special meeting of the organization to decide upon removal or add the Removal to the regular meeting agenda
 - b. The grounds for removal are to be presented by the President at a regular or special meeting of the organization
 - c. The member in question will be provided an opportunity to present a defense either in person or in writing
 - d. A simple majority vote of the members present will decide upon removal, with voting not to occur sooner than one week after presentation of defense has been made
- B. Appeal of Removal of Member:
 - i. Members may appeal their removal within two weeks of the vote for removal by requesting the President to call a special meeting of the organization. The President will notify all members of this meeting, which is to occur at least one week and not more than one month after the appeal request is received by the President
 - ii. The decision to uphold the vote for removal will require a simple majority vote of the members present at the special meeting

ARTICLE III. OFFICERS

Section 1. Cabinet

The officers of this organization will be into a five-member Cabinet:

- A. President
 - i. Doctoral (PhD) Program
 - ii. Master's (MA) Program
- B. Vice President
 - i. Doctoral (PhD) Program
 - ii. Master's (MA) Program
- C. Treasurer (from either Doctoral or Master's Program)

Section 2. Eligibility and Nomination

- A. In order to be eligible to hold an office in this organization, the following qualifications must be met:

- i. The candidate must be enrolled full-time in the English graduate program
 - ii. The candidate must maintain a 3.0 GPA
- B. Nominations:
- i. Nominations must be made at least one meeting before elections
 - ii. Nominations will be re-opened the day of the elections
 - iii. Candidates for President (PhD and MA) must have been enrolled in the program for at least one academic year
 - iv. Candidates for Vice President (PhD and MA) can be newly enrolled into the program or a returning student having been enrolled for any duration

Section 3. Elections:

- A. The officers of the organization will be elected for a term of one academic year (Fall, Spring)
- B. There will be no restrictions placed on the number of terms of office a member may hold
- C. Elections will be held in April (at the last meeting of Spring semester)
- D. Election to office will be by a simple majority the Membership. Votes may be cast by Membership either at the last meeting, or by proximity vote (via email to current Treasurer) before the end of the Spring semester (typically early May)

Section 4. Duties of the Officers:

- A. The President (PhD and MA) will be the principal executive officers and will have the following duties:
 - i. Preside at all EGO meetings of the organization (one or both Presidents)
 - ii. Call meetings (business and special) of the organization
 - iii. Approve all activities coordinated by other officers and/or members
 - iv. Appoint committee chairs subject to approval by the other Cabinet members
 - v. Give final approval over the budget
 - vi. Perform other duties as specified in the bylaws
- B. The Vice President will assume the duties of President in the event of absence of the President. In addition, the Vice President will have the following duties:
 - i. Assume duties of President in case of vacancy of office
 - ii. Coordinate all of the speakers for monthly meetings
 - iii. Serve as the Congress of Student Organizations (CSO) delegate
 - iv. Deposit any funds within one week of receipt
- D. The Treasurer will have the following duties:
 - i. Keep all financial records for the organization
 - ii. Prepare annual budget and all budget requests for funds
 - iii. Prepare and submit financial reports to the members
 - iv. Keep a record of all members of the organization
 - v. Keep a record of all minutes of the organization
 - vi. Perform other duties as assigned by the President
 - vii. Maintain a file of annual budget requests and approved budgets
 - viii. Become familiar with the University accounting procedures and policies
- E. The entire Cabinet will share the following duties:
 - i. Track Membership volunteer hours to maintain “Good Standing” with the Congress of Student Organizations

Section 5. Vacancy of an Office:

- A. In the event of a vacancy in the office of the President (PhD or MA) before the expiration of a full term, the Vice President will assume the duties of the President until a special election can be held
- B. In the event of a vacancy in an office other than the President before the expiration of a full term, a special election will be called by the President (PhD or MA) within one month to fill the vacancy

Section 6. Removal of an Officer and Appellate Process:

- A. Grounds for removal of an officer include:
 - i. Violation of University Policy
 - ii. Failure to perform the duties of the office as set forth in the constitution and bylaws of the organization
- B. An officer may be removed by the following process:
 - i. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signature of 50 percent of the organization
 - ii. The grounds for removal are to be presented by the officer in charge at a regular or special meeting of the organization
 - iii. The officer in question will be provided an opportunity to present a defense either in person or in writing
- C. Appellate Process:
 - i. An officer may appeal his/her removal within two weeks of the vote for removal by requesting a special appeal meeting of the organization. The President, or Vice President, if the President is the officer being removed, will notify all members of this meeting which is not to occur at least one week and not more than one month after the appeal request is received
 - ii. The decision to uphold the vote for removal will require a simple majority vote of the members present at the meeting

Section 7. Changes in Officers:

- A. All changes in Officers or mailing addresses will be submitted to the Commission of Student Organizations, Student Government Office, within two weeks of such a change. Failure to do so could result in an organization being placed on probation
- B. Process for Replacement of President (for PhD or MA)
 - i. The Vice President will first be asked if they wish to assume the role
 - a. If the Vice President wishes to assume the role, they become President
 - b. If the Vice President does not wish to assume the role, the remaining Cabinet members and Faculty Advisor are consulted for a possible Replacement
 - c. If the Replacement does not wish to assume the role, the Cabinet will request nominations from the Membership
 - d. If a Nominee does not emerge from the Membership, the role will go unfilled
- C. Process for Replacement of Vice President (for PhD or MA)
 - i. The Cabinet will first be asked if they have a possible Replacement to assume the role
 - a. If the Replacement wishes to assume the role, they become Vice President
 - b. If the Replacement does not wish to assume the role, the Cabinet will request nominations from the Membership
 - c. If a Nominee does not emerge from the Membership, the role will go unfilled

ARTICLE IV. ADVISOR

Section 1. Advisor Selection:

- A. The advisor to this organization must be a member of the NDSU faculty or staff in the English Department. Members of the organization nominate possible faculty advisors, and then the Cabinet asks Nominees to assume the role

Section 2. The Role of the Advisor Will be:

- A. The advisor will assist officers and members in fulfilling the Mission of the organization
- B. The advisor will regularly review the financial record for the organization and forward mailings to the appropriate officer
- C. The advisor will serve as a resource or consultant to the organization

ARTICLE V. MEETINGS

Section 1. Announcing and Frequency of Occurrence:

- A. Business meetings will occur at least once a month
 - i. If necessary, more than one meeting will occur in order to encourage greater Membership participation
 - ii. At least one Cabinet member will attend each meeting
 - iii. Minutes from all meetings will be compiled by the Treasurer, though Treasurer does not need to attend all meetings
- B. will be called by the President (PhD)
 - i. If the President (PhD) is unable to call a meeting, the President (MA) may call a meeting
 - ii. If the President (MA) is unable to call a meeting, the Vice President (PhD) may call a meeting
 - iii. If the Vice President (PhD) is unable to call a meeting, the Vice President (MA) may call a meeting
 - iv. If the Vice President (MA) is unable to call a meeting, the Treasurer may call a meeting
- C. Non-business meetings for the purpose of projects or other activities will be held as called and held as needed by elected committee chair of a Cabinet member

Section 2. Holding Special Meetings:

- A. will be called by the President upon one week notice to the members
- B. President will call a special meeting when requested by a committee chair

Section 3. Quorum:

- A. A quorum at business meetings will consist of a simple majority of the voting membership
 - i. Votes of meeting attendees will be tallied by the Treasurer or a Cabinet (PhD or MA) member
 - ii. Absentee votes through email or a written statement submitted to a Cabinet member will be accepted for one week after holding a business meeting
 - iii. Voting will remain anonymous unless three of four Cabinet members recommend disclosing votes

- B. Faculty Advisor must approve the Cabinet decision to reveal votes
- C. Quorum is not required to hold non-business meetings
 - i. Any items deemed worthy of a quorum must be added to a the agenda of the next business meeting or obtain votes through a special meeting

ARTICLE VI. COMMITTEES

Section 1. Authority to Establish Committees:

- A. The Cabinet members have the power to establish committees and nominate committee chairs
 - i. Nominated chairs must receive simple majority support of Membership
 - ii. The number of chairs per committee can be set in accordance to the expected workload

Section 2. Red River Graduate Student Conference Committee

- A. So long as the English department holds the Red River Graduate Student Conference (RRGSC), the Cabinet will solicit at least two chairs from the Membership that forms the start of the RRGSC Committee
- B. The Chairs of RRGSC Committee may request addition of items to business meeting agendas by contacting the President (PhD) who adds items to call for business meeting
- C. The Chairs of the RRGSC Committee may request, through a Cabinet member, the formation of sub-committees as needed to complete the actions and responsibilities of holding the RRGSC
- D. In the event that the RRGSC is in some way altered (e.g., a change of name or inclusion of co-conference events such as an undergraduate event), the Chairs and Cabinet will bring alterations to a business meeting for approval by the Membership

ARTICLE VII. FINANCIAL STRUCTURE

Section 1. University Account:

- A. The English Department Administrative Assistant will remain on the account
- B. All appropriate funds must be expended and requested in accordance with Finance Commission Guidelines
- C. All unappropriated funds must be maintained in an account at a financial institution approved by the Cabinet and Treasurer
- D. Checks drawn on the organization unappropriated funds account must be signed by the Treasurer and approved by a President (PhD or MA)
 - i. If both Presidents are unavailable, a Vice President (PhD or MA) may sign
- E. Deposits will be made by the Vice President within one week of receipt
- F. Requests to the University Business Office for appropriated funds will be made by the Treasurer.

Section 3. Fiscal Planning Responsibilities:

- A. The Treasurer will be responsible for obtaining a current copy of Finance Commission guidelines and preparing a budget request per those guidelines
- B. The Presidents will be responsible for reviewing the budget prior to submission
- C. The Treasurer will maintain a file of annual budget requests and approved budgets. This file will remain with the organization to provide continuity from one administration to the next

ARTICLE VIII. BYLAWS

Section 1. Provision for Bylaws:

- A. The organization may approve bylaws for the specific operation of the organization
- B. No bylaw will be adopted that is contrary to the provisions of the constitution

Section 2. Vote Required:

- A. The organization may adopt, amend or rescind any bylaw by a two-thirds vote of the membership
- B. Any proposed bylaw must be publicized to the members at least one meeting prior to the meeting at which it is to be voted upon

ARTICLE IX. AMENDMENTS TO AND REVIEW OF CONSTITUTION

Section 1. Amendment Ratification and Review by Cabinet:

- A. A proposed amendment to this constitution will be presented to the members at least one meeting prior to the meeting at which the vote will be held
 - i. This means a proposed amendment must be written to present to the organization one meeting prior to the vote for the amendment
- B. Ratification of an amendment to this constitution will require a two-thirds vote of the members present or voting by proximity (via email) at a regularly scheduled meeting of the organization
- C. Each new Cabinet will review the Constitution at the start of Fall semester, and based on the review propose amendments and set organization agenda as deemed appropriate to fulfill the Mission Statement thereby meeting the needs of Membership

REVIEWED by the Constitutional and Code Review Committee

Fall 2016

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