

Constitution of the Association of English Graduate Students

Department of English, Marquette University Adopted: May 2023

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.

Scholarship: In promoting scholarship among graduate students, AEGS provides students with opportunities to develop and showcase their scholarly research, creative works, and academic projects.

Professionalization: AEGS aims to facilitate professionalization through training opportunities, workshops, and collaborative sessions which help graduate students prepare for professional life.

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 and undergraduate students in the Accelerated Degree Program.

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: Core Officers of AEGS shall be as follows: PhD Co-President, M.A. Co-President, ADP Co-President, Secretary, and Treasurer. The other officers shall be as follows: Community Liaison, Communications Director, Digital Technology and Media Coordinator, and Project Liaison. Nominations shall be sought for all the positions at every election but priority shall be given to

the core positions. In the event that there are no nominations for the other positions, the newly constituted executive body shall divide the responsibilities amongst themselves until they are able to appoint people into the positions. In addition to these officers, AEGS may also appoint liaisons and sub-committees at the discretion of the executive committee.

Article V: 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 secret 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.

Article VI: Electoral Committee

The electoral committee shall consist of three AEGS members who would be ineligible for election into office at the time if they accept their nomination. Nomination for this committee shall be done at the last general meeting of all members of AEGS in the Spring semester. If more than three people are nominated, there shall be an open election conducted during the meeting. The committee shall, at their discretion, appoint a chairperson, a secretary and a poll worker who will administer the poll. Election shall be by secret ballot but can be done in person or electronically. This decision is at the discretion of the electoral committee based on the conditions of the time.

Article VII: Tenure Length

Officers shall take office at 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. The outgoing presidents shall also be responsible for notifying the department of the new executive members to facilitate a smooth transition. There is a two-year limit in any one position, but renewal is contingent upon election at every term renewal.

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

Article VIII: Duties of Officers

Co-Presidents

Those eligible to be Co-President must have reasonable understanding of and experience as graduate students 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 ADP Co-President shall act as a liaison between undergraduate students and AEGS

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. If the executive committee is unable to resolve the issue, three members of the executive committee shall call a general meeting of all AEGS members to resolve it.

Secretary

The secretary shall be responsible for assisting the co-presidents and facilitating contact between AEGS and other groups. The secretary shall also take minutes at meetings and keep AEGS documents.

Treasurer

In accordance with the mission of AEGS, funds are reserved for the promotion of graduate student professionalism and to finance social events that promote graduate student interaction. Funds would be made available for conference registration, book purchase, research travel or any other research related expenses.

The Treasurer is responsible for the management of AEGS budgets and funds. They 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. There must be a minimum balance of \$1000 in the AEGS account at every point in time. This can only be drawn out in emergencies and is subject to the approval of the executive committee or at a general meeting. The treasurer also tracks the disbursement of research support funds and includes it as part of the transition notes when their tenure ends.

Additional responsibilities include:

Actively organizing fundraisers specifically designated to enhance the coffers of AEGS

Depositing and distributing the funds

Keeping the budget balanced

Managing and advertising applications for the reimbursement of research support funds for graduate students each semester

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.

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 committee

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.

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

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

The core positions are the co-presidents, the secretary and the treasurer. These positions, with the exception of the ADP Co-President position can only be filled by MA and PhD students. The remaining executive positions can be by the appointment of the core executive committee and can be drawn from any level.

Article IX: 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 X: 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 XI: Meetings

Section 1: A regularly scheduled general meeting shall be held at least twice in a semester, preferably at the beginning of the semester and after the midterm break. 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 XII: 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 XIII: Fundraising and Research Support Funds

Section 1: The executive council and any committee that they constitute shall be responsible for raising funds for AEGS. These fundraising efforts can take any form that does not contravene university policies, state and federal laws.

Section 2: Every graduate student in the department is eligible for research support funds, depending on the funds available in the AEGS account and the discretion of the executive council. Individual MA and ADP students are eligible for a maximum of \$150 throughout their time in the program and PhD students are eligible for a maximum of \$300 throughout their program.

Section 3: After approval, the funds shall be disbursed by check or by direct deposit upon provision of the receipt of the purchase. In the event that receipts are not available for any reason, the recipient shall put this in writing and submit it to the committee for approval.

Article XIV: Nomination to External Committees

Section 1: Nomination of AEGS members for external committees shall be by the executive council or at the general meeting. The nominated members shall not be on academic or university probation at the time of their nomination and throughout their terms of office.

Article XV: 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.