



## ENGLISH GRADUATE ORGANIZATION CONSTITUTION

### *Article I – Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section 1 - *Name*: English Graduate Organization, Department of English, The Ohio State University.

Section 2 - *Purpose*: The **English Graduate Organization (EGO)** is the graduate student association that assures and expedites student involvement in activities of the Department of English. Every graduate student in English is automatically a member. EGO offers a basis for student-faculty communication and various social activities.

Each spring, members elect four students to the EGO Steering Committee. EGO Representatives also serve on the Graduate Studies Committee, the Undergraduate Studies Committee, the Council of Graduate Students (CGS), and the MFA Committee. There is also a Media Representative (or Representatives) who document department events.

Section 3 - *Non-Discrimination Policy*: This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

### *Article II – Membership: Qualifications and categories of membership.*

Every graduate student enrolled in the Department of English is a member of the organization, may vote in EGO elections, and can stand for election as an EGO officer.

EGO members who conduct themselves in a manner deemed detrimental to advancing the purpose of the organization or in violation of the OSU Student Code of Conduct will be removed from the organization. EGO members who act to harm the organization or violate the Student Code of Conduct will be removed through a majority vote of all EGO members OR by a unanimous vote of EGO officers, with the consultation of the EGO advisor.

### *Article III – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

EGO representatives are elected in the Spring Semester and serve for the following academic year (1 year term). In the event that an EGO representative fails to perform their

position duties, the Steering Committee (with the consultation of the EGO Advisor) will put that representative on probation for 1 semester. If the representative still fails to perform their position duties, the Steering Committee will remove the representative from his/her position and appoint a replacement to serve in their place for the rest of that academic year.

In addition to duties unique to their position, all EGO reps are responsible for

1. meeting with their successor at the end of the year Officer Transition Meeting (organized by the Steering Committee) to go over position responsibilities and best practices, and
2. writing a brief report of their position's work over the past year to document EGO's work and further ensure continuity.

#### ***Article IV – Steering Committee: Size and composition of the Committee.***

The **EGO Steering Committee** is made up of four graduate students, elected by graduate students from the Department of English. In addition to duties unique to their individual positions, each member of the Steering Committee has voting rights on the English Department Council (EDC) and is expected to attend EDC meetings.

The responsibilities of the 4 Steering Committee members are as follows:

One Steering Committee member serves as President for purposes of registration with the Ohio Union's Center for Student Leadership and Service. The President is also responsible for running the Colloquia, Dissertation Brown Bags, EGO elections, Graduate Professor of the Year selection process, Officer Transition Meeting, and other EGO-sponsored events as they arise.

- The President must complete a training workshop for student organization presidents run by the Office of Student Life before April 30 of the year s/he is elected, and
- complete the Office of Student Life's annual student organization registration process before April 30 of the year s/he is elected.

One Steering Committee member serves as Treasurer and is responsible for keeping the financial records of the organization, bank account documents and status, and for filing a yearly audit of the organization's finances with the Ohio Union.

- The Treasurer must complete a training workshop for student organization treasurers run by the Office of Student Life before April 30 of the year s/he is elected.

One Steering Committee member serves as the Executive Representative and sits on the Executive Council.

The fourth Steering Committee member serves as the Communication and Outreach Representative. S/He works with the President to advertise EGO events and maintaining EGO's Carmen page collecting information from reps to post there in order to keep students in the department informed of what's going on in the committees EGO reps sit on.

***Article V – Standing Committees and Representative Positions: Names, purposes, and composition.***

The Graduate Studies Program and Policy Committee consists of the Director of Graduate Studies, faculty representatives, and three EGO representatives. EGO Representatives are responsible for attending monthly meetings in which the committee considers and voting on policies related to the English Department's graduate program. Graduate student representatives do not participate in decisions involving specific graduate students, programs of study, or graduate student admissions. Representatives have voting rights on the EDC and are expected to attend EDC meetings.

The Undergraduate Committee is chaired by the Director of Undergraduate Studies, and includes faculty, lecturer, undergraduate representatives, and 1 graduate student representative. The committee is responsible for decisions related to the undergraduate major in English. The graduate representative is also a voting member of the English Department Council (EDC) and is expected to attend EDC meetings.

The MFA Committee consists of the 2 EGO MFA Representatives and runs the annual Student-Faculty Reading Series. Representatives have voting rights on the EDC and are expected to attend EDC meetings.

The Media Representative(s) will be responsible for attending 1 English department event per month and documenting them with captioned photographs or other media as appropriate. These media will be used on the department website, the annual Department newsletter, and other publications. Representative(s) have voting rights on the EDC and are expected to attend EDC meetings.

The English Department Representative on the Council of Graduate Students (CGS) is responsible for attending the monthly general CGS meeting and for serving on at least one CGS committee. Representatives have voting rights on the EDC and are expected to attend EDC meetings.

***Article VI – Advisor(s) or Advisory Board: Qualification Criteria.***

The Director of Graduate Studies for the Department of English serves as the EGO Advisor.

***Article VII – Meetings of the Organization: Required meetings and their frequency.***

The EGO Steering Committee meets once per semester together and/or with the Director of Graduate Studies to discuss relevant issues as they arise.

The EGO Steering Committee meets at least once per semester to plan events and discuss relevant issues as they arise.

All EGO Representatives--outgoing and incoming--are required to attend an Officer Transition Meeting during Spring Semester to pass on necessary information associated with each position from year to year.

***Article VIII – Method of Amending Constitution: Proposals, notice, and voting requirements.***

Proposed amendments to this Constitution must be submitted in writing to the EGO Steering Committee and the Director of Graduate Studies for consideration and discussion. The proposed amendment will be discussed by all EGO representatives at a meeting called for this purpose, and if the proposal is approved for a vote of the membership, a general meeting of all EGO members will be called to discuss the proposed amendment. Prior to this meeting, all EGO members will be notified by e-mail about the proposal and asked to bring comments and questions to the meeting, where any proponents and opponents of the amendment will participate. If the proposed amendment is approved for a vote by the general membership, voting on the amendment by secret ballot will occur within three weeks after the general meeting. A three-quarter majority of all voting members of the organization will be necessary to approve any proposed amendment to this Constitution.



## ENGLISH GRADUATE ORGANIZATION BY-LAWS

### *Article I – Parliamentary Authority*

A simple majority of votes by elected representatives present at the meetings will be enough to approve any proposals within EGO.

### *Article II – Membership*

All currently enrolled graduate students in the Department of English who are in good standing with the department and university are automatic members of EGO.

### *Article III – Election/Appointment of Government Leadership*

Elections for EGO representatives are held during the middle of Spring Semester. EGO representatives must be currently enrolled graduate students in the English Department. Nominations are requested by the EGO Steering Committee President and a ballot is created from these nominations. The ballot is distributed among all EGO members either in print or digital form and they have 1 week within which they can cast their votes. The ballots are tallied by the EGO Steering Committee members (excepting any running for re-election) and an announcement is made by the beginning of April about the newly elected representatives. The Steering Committee President and Treasurer are required to complete training workshops with the Office of Student Life before April 30. EGO representatives serve for one academic year.

All outgoing and incoming Representatives are required to attend an Officer Transition Meeting during Spring Semester to pass on necessary information associated with each position from year to year.

### *Article IV – Steering Committee*

The Steering Committee is first and foremost a mechanism through which graduate students' needs and opinions can be expressed and, when necessary, channeled to the appropriate committees or departmental members. As representatives of all the English Department graduate students, members of the Steering Committee have voting rights on

the English Department Council (EDC) and are expected to attend all EDC meetings.

During the middle of Spring Semester, the Steering Committee coordinates elections to select EGO representatives for the following year and to select the Graduate Teacher of the Year.

The outgoing members of the Steering Committee are also responsible for training the incoming Steering Committee members to ensure continuity of policies and information from year to year.

The individual responsibilities of the 4 Steering Committee members are as follows:

One Steering Committee member serves as President for purposes of registration with the Ohio Union's Center for Student Leadership and Service. The President is also responsible for running the Colloquia, Dissertation Brown Bags, EGO elections, Graduate Professor of the Year selection process, Officer Transition Meeting, and other EGO-sponsored events as they arise.

One Steering Committee serves as Treasurer and is responsible for keeping the financial records of the organization, bank account documents and status, and for filing a yearly audit of the organization's finances with the Ohio Union.

One Steering Committee member serves as the Executive Representative and sits on the Executive Council.

The fourth Steering Committee member serves as the Communication and Outreach Representative. S/He works with the President to advertise EGO events and maintaining EGO's Carmen page collecting information from reps to post there in order to keep students in the department informed of what's going on in the committees EGO reps sit on.

#### *Article V – Standing Committees (for more detailed descriptions see Constitution above)*

The Executive Committee

The Graduate Studies Program and Policy Committee considers and votes on policies related to the English Department's graduate program. Graduate student representatives do not participate in decisions involving specific graduate students, programs of study, or graduate student admissions.

The Undergraduate Studies Committee is chaired by the Director of Undergraduate Studies, and includes faculty, lecturer, and undergraduate representatives, as well as 1 graduate student representative. The committee is responsible for decisions related to the undergraduate major in English.

The MFA Committee runs the annual Student-Faculty Reading Series.

The Council of Graduate Students is the official branch of student government that represents every graduate student at the main and branch campuses.

#### *Article VI – Advisor*

The EGO Advisor (the Director of Graduate Studies) will meet with the Steering Committee at least once a semester to discuss graduate student issues.

Every other year, the EGO Advisor must complete a training workshop for student organization advisors run by the Office of Student Life before April 30.

### ***Article VII – Meeting Requirements***

EGO representatives should attend all meetings as per Bylaws Articles IV and V above.

### ***Article VIII – Method of Amending By-Laws***

Any proposed amendments to these by-laws must be submitted in writing to the EGO Steering Committee and the Director of Graduate Studies. A meeting of EGO representatives will be called to discuss the proposed by-laws amendment and a two-thirds majority of the vote among EGO representatives will be necessary to approve the by-laws amendment.