

English Graduate Association (E G A) Bylaws

I. Purposes

The English Graduate Association (EGA) is designed to

- Be a self-governing student organization
- Provide departmental committee and university council representation for its membership
- Organize activities for the personal and professional development of its membership
- Act as an advocate for its membership within and outside the university
- Provide a forum in which to discuss the concerns of its membership
- Maintain a university-sanctioned organization to represent English graduate students

II. Membership

All students enrolled in the Auburn University Department of English graduate program are considered members of EGA for which there are no dues to belong. A faculty advisor, selected by the executive committee, is considered an ex-officio member of EGA who advises and advocates for EGA at its request and who may attend an EGA meeting upon invitation.

At the beginning of each academic year, the Secretary will send an email to all English graduate students wherein they will be asked if they want to receive EGA emails. If they do not wish to receive EGA emails, members will respond to the email requesting to be removed from the EGA emailing list. With their removal from the emailing list, they sacrifice all voting rights and the possibility of being nominated for an EGA officer or committee position and will become an inactive member of EGA. English graduate students may request, through a documented or email request to the Secretary, to be reinstated into active status and re-added to the email list, at which time all their rights to EGA membership would resume. EGA members who forfeit rights to vote will not be counted when considering quorum.

III. Executive Board Officers

The organization will elect out of its membership body the following officers:

1. PhD Co-Chair
2. Masters Co-Chair
3. Secretary
4. Parliamentarian

These officers are considered the Executive Committee. The Executive Committee and the elected committee representatives shall comprise the Executive Board, which is responsible for the organization and the oversight of EGA business and activities. The Executive Board shall meet in the first three weeks of each semester and set EGA's business docket for the semester. The organization's agenda includes, but is not limited to, the scheduling of EGA events and officer elections as well as the determination of legislative and policy goals that EGA will pursue that semester. The board is a planning body and has no power to set policy, but can submit recommendations to the membership via the emailing list or through information presentation during open forum during meetings. The co-chairs may call additional board meetings as needed. Board meetings are to be publicized and all new business is to be conducted in open forum.

The board members and their respective powers and responsibilities are as follows:

A. PhD and Masters Co-Chair

- Call and officiate at meetings
- Hold an executive committee meeting before each EGA meeting to determine agenda
- Serve as liaisons between the membership and the faculty/administration
- Maintain the organization's official status through the Student Government Association (SGA) registration process

- Ensure continued service by a faculty advisor
- Appoint and chair ad-hoc committees as necessary
- Supervise election proceedings
- Call and moderate executive board meetings
- Develop with the executive board the business docket for the semester
- Frame questions for a vote

These powers and responsibilities are to be divided equally between the co-chairs, who shall work closely together and keep one another informed of individual activities. In the event that a timely decision must be made, either co-chair may be called upon, but all decisions must be reported to the executive board in a timely fashion.

B. Secretary

- Develop and maintain EGA's emailing list
- Take minutes in executive board meetings
- Maintain or delegate the authority to maintain EGA's various media
- Take steps to promote EGA's activities
- Post minutes on email and the EGA board
- Maintain the EGA board by clearing old material and promptly posting new ones

C. Parliamentarian

- Interpret EGA's bylaws if and when a dispute arises
- Receive and tally votes in each election
- Receive and tally votes in non-election email voting
- Ensure that all EGA elections, meetings, and activities are executed in accordance with the herein stated bylaws

D. Committee Members and Graduate School Council (GSC) Representatives

- Attend all meetings of their committee or organization and participate fully to represent EGA's interests
- Report pertinent information to the co-chairs in a timely manner
- Post meeting minutes to the emailing list and/or the EGA board

A listing of all committee and representative positions will be distributed prior to annual elections. In the event that new committees are formed during the year, positions will be publicized, elections held, and representatives elected. If an election is not possible in the allotted time, the co-chairs shall appoint a representative and inform the EGA membership of their action, with detailed explanation of their choice of appointment.

Though EGA elects desired committee nominees from its membership, the elected nominee from each committee must be approved by the department head. Furthermore, any positions on committees are available only at the discretion of the department head. All positions on standing/ad hoc committees requiring graduate student representation will be filled following EGA election procedures for each position. The following committees currently require graduate student representatives, although these may change on an annual basis as committee membership occurs at the bequest of the department head.

- English Centre

IV. Voting Procedures

A. Non-Election Voting

Most EGA business shall be conducted via the emailing list, maintained by the Secretary. Any member may pose a question for discussion during open forum of any EGA meeting; and after at least three (3) working days, within which the motion has been tabled for consideration, either co-chair may frame the question as a yes/no statement and call for a vote. The voting is conducted by the Parliamentarian. Individual members will

send their votes directly to the Parliamentarian via their university email account. The Parliamentarian will compile the results after three working days of voting. Non-votes are considered as abstentions, and the motion passes on a majority of votes cast. If the number of votes is less than 50% of the active members on the email list, then the vote is tabled for lack of quorum. Either co-chair may, at his or her discretion, extend the voting period for up to six days to accommodate breaks and holidays. After the decision is announced, the Parliamentarian will print out the ballots cast via email, removing names and identifying marks, and will place them in the EGA files.

B. Election Voting

Between three and five weeks before the end of the spring semester, EGA will hold elections for officer and committee positions. All offices and committee positions, regardless of term, are up for reelection. Committee representatives who have time remaining on their departmental term may seek reelection to that committee, as may any officer who wishes to fill his or her position again. No EGA member may run for more than one executive position unless there are no other candidates willing to serve in at least one of the positions he or she has been nominated for; in the event that one person holds two officer positions, that person shall only have one vote in executive committee meetings. A member may be contested in one race and still be nominated for other, uncontested positions. No member may run in more than one uncontested race. In any event, no EGA member may hold more than two elected positions.

1. All elections will be conducted via email. A co-chair will announce to the email list what position(s) are open and provide general information regarding responsibilities. One week after open positions have been publicized, an EGA meeting will be held to hear all nominations and acceptances/declinations of those nominations. A co-chair will post nominations, accepted or otherwise, to the email list within twenty-four (24) hours. All unaccepted nominations must be accepted within seventy-two (72) hours. Any person may nominate himself or herself, but self-nominations must be seconded by another member within seventy-two (72) hours as well. Immediately after nominations have been solidified, the official nominations will be distributed via the email list. In order to allow time for candidates to post platforms on the EGA board or on the email list (see Section 2), one week later elections will begin. As specified in Section IV-A, EGA members will vote via email. After three days of voting, the Parliamentarian will tabulate the votes, having removed names and all identifying marks, before the current co-chairs witness the count. Any EGA member elected to more than two positions will be asked to choose which two they would like to fill. Within twenty-four (24) hours, the final results will be distributed via the email list and posted on the EGA bulletin board. This final list will show any position choices made by candidates, but will not indicate runners-up who fill positions. After the decision is announced, the Parliamentarian will print out the ballots cast via email, removing names and identifying marks, and will place them in the EGA files.
2. All candidates are encouraged, but not required, to post a brief platform on the EGA bulletin board. Candidates may send one copy of their platform via email; additional campaign emails are prohibited. This platform should be less than one (1) single-spaced page and should describe goals, plans, aims, and thoughts concerning the position being sought and the candidate's qualifications for filing this position.
3. Should no candidate gain a majority of votes for a position, the two candidates who receive the most votes will be announced as runoff candidates, with a subsequent email election held between the two candidates.

4. Upon election, officers and committee representatives must sign a contract outlining the basic requirements of elected duties and responsibilities. These requirements include, but are not limited to, regular attendance of all EGA meetings, regular attendance of all pertinent committee meetings, and delivering pertinent reports at EGA meetings. Failure to attend two or more EGA meetings, without providing written notification to the executive committee, shall result in automatic dismissal from elected office.
5. Should any officer or committee representative fail to satisfy the requirements of his or her position, a quorum of the EGA membership may call for removal of that officer or committee representative, which can be accomplished through a two-thirds (2/3) majority vote, for which process the voting procedures outlined in Section IV-B shall be followed.
6. Concurrent with the co-chair's announcement of available positions, a co-chair will call for applicants for the Parliamentarian officer position to submit to the executive committee a *Curriculum Vitae* (C.V.) and cover letter outlining the applicant's qualifications and abilities. After reviewing these applications, the current executive committee shall appoint an applicant to the position of Parliamentarian one week before the election voting begins. The newly appointed Parliamentarian will be announced with the election results. The Parliamentarian will not have a vote in elections during his or her term(s).
7. If any position is being sought by only one candidate, the candidate wins by default, and no election is held for that position.

C. Voting Addenda

Resolutions can be offered to the email list by any EGA member. When a co-chair deems sufficient discussion has taken place, he or she may frame the resolution for a vote. If a resolution passes, it may be publicized as the co-chairs see fit.

Annual Officer Elections must be completed at least one week before the end of the spring semester. Terms of office begin in fall semester. Results of elections shall be announced before the end of the spring semester via university email.

V. Adoption and Amendment of these Bylaws

- A. These bylaws will go into effect upon approval of a two-third (2/3) majority vote conducted under the procedures of the March 5, 2006 bylaws.
- B. Amendments to these bylaws will go into effect upon the approval of a two-third (2/3) majority vote conducted under the procedures outlined in Section IV.

VI. Activities

The level of organized and planned activities in EGA is to be determined on a case-by-case basis per term or academic year. Committees involving travel, funding, colloquia, community service, etc. can be established by vote on the email list.

(Revision III: Adopted November 30, 2011)

(Revision II: Adopted March 4, 2006)

(Revision I: Adopted December 4, 2000)

(Original Bylaws: 1995)