

IUP English Graduate Organization Constitution and Bylaws

Constitution

- I. NAME: The organization will be called the IUP English Graduate Organization (IUP EGO)
- II. PURPOSE: The organization will serve the interests of graduate students enrolled in all IUP English Department Graduate Programs, including MA-Literature, MA-Literature and Criticism, MA-TESOL, PhD-Literature and Criticism, PhD-Composition and Applied Linguistics. The organization will promote camaraderie, scholarship, and academic and employment preparedness through regular meeting discussions, workshops, literary readings, social events, and an annual conference.
- III. MEMBERSHIP: Membership in this organization is open to all students in any of the IUP English Department Graduate Programs, including MA-Literature, MA-Literature and Criticism, MA-TESOL, PhD-Literature and Criticism, PhD-Composition and Applied Linguistics upon admission to the program and without regard to race, lifestyle, religious creed, disability, nationality, affectation, sexual orientation, or gender. Upon program admission, all IUP English graduate students are members of the English Graduate Organization. Participation in the organization is not required but will be left to individual direction. An email will be sent out to all English graduates at the beginning of each semester welcoming students to the organization.
- IV. ATTENDANCE REQUIREMENTS: There are no requirements for general membership attendance. The Cabinet is required to attend ALL scheduled meetings. Absence from two consecutive meetings will be grounds for dismissal pending review and simple majority vote by the Cabinet. The Cabinet must allow the officer under review an opportunity for defense. If the dismissed officer is not present for the review, the Cabinet must furnish a statement clearly demonstrating the reasons for dismissal.
 - Amendment (8/14/17): If the Cabinet agrees to meet more frequently than the once-a-month requirement, the entire Cabinet must unanimously agree to hold to the same standards of attendance (2 absences equating to potential expulsion).
- V. FINANCIAL OBLIGATION: There is no financial obligation for EGO members, and there are no dues or membership fees.

- VI. CABINET: The Cabinet for the organization includes the President, Vice President, Secretary, Treasurer, Workshop Coordinator(s), Social Media Coordinator, and Webmaster. Cabinet members are elected to one academic-year term. Elections for all Cabinet members will be held at the end of the Spring semester. Those positions not filled during this election will be elected during the first month of the Fall semester. In the event that Cabinet positions are not filled, responsibility for duties is to be assumed by remaining officers until vacant positions are filled.
- VII. ADVISOR: The advisor shall be a current graduate English faculty member, preferably a director from either Composition and Applied Linguistics or Literature and Criticism. In addition, the Graduate English Secretary has agreed to provide advice and assistance as necessary in the absence of the Advisor. The Advisor shall serve the best interests of the organization and its members, and reasonably attempt to ensure that all business conducted by the organization complies with university policies.
- VIII. ADMINISTRATION: Organizational duties, including the formation of committees, will be performed by the Cabinet, with advisor assistance as necessary. The Cabinet will act, when appropriate, on behalf of the entire organization.
- IX. MEETINGS: The initial meeting of the organization will be held in September, the first full month of the new academic year. General meetings are required to be held at least once per month. If meetings are held more frequently than the requirement, all Cabinet members must unanimously agree to this amendment.
- X. CODE OF CONDUCT: The organization will adhere to and respect all requirements set forth in the IUP student handbook, as well as requirements established by the English Graduate Department. As a professional and social organization dedicated to the development of scholars and academics, we do not condone or accept any form of hazing or membership abuse. Cabinet members or general membership who, while acting as representatives of EGO, transgress on the Code of Conduct set forth by IUP, will be subject to removal from office or the organization pending a review and simple majority vote by the remaining officers.
- XI. AMENDMENTS: The Constitution will be reviewed in the Fall semester of each academic year to determine if revisions are necessary. The Cabinet will propose and vote on amendments during that period. Amendments cannot significantly change or eliminate items required for university recognition. Prior to formal adoption, amendments must be announced at the general meeting and allowed a one month period

of review. The Constitution and Bylaws will be made available to members via the website and other social media.

Bylaws

DUTIES OF OFFICERS: The Cabinet must represent the organization at departmental functions, as required, and are responsible for promoting the organization to students and faculty within the department, as well as supporting an overall agenda for organizational growth. Officers must take turns attending GSA (Graduate Student Assembly) and SGA (Student Government Association) meetings according to their policies as necessary to keep campus recognition of EGO.

The **President** presides over all scheduled meetings, determines meeting agenda with the assistance of the Cabinet, serves as figurehead and primary liaison between the department, college, and organization as necessary, and assists all Cabinet members in the completion of their duties as requested and as necessary.

The **Vice President** assists in all Presidential duties, assumes the duties of the President if they are absent or incapacitated, and organizes the annual graduate interdisciplinary conference.

The **Secretary** will be responsible for maintaining a record of meeting minutes and files for the organization, supplying minutes for posting to the web and social media, and organizing the annual used book sale.

The **Treasurer** will be responsible for all financial aspects of the organization, including accepting money at organization-sponsored events, as necessary, and maintaining an organization bank account. The Treasurer is also responsible for checking the EGO mailbox regularly. A financial report will be provided at Cabinet and general meetings. All expenditures must be authorized by either the President or Vice President.

The **Workshop Coordinator(s)** will organize at least four workshops per semester (two social events; two professional events) to be held by faculty members and/or graduate students and will arrange for appropriate advertising to organization members. Coordinators will be responsible for reserving workshop locations in addition to advertising the event. These workshops should be open to all English graduate students.

The **Social Media Coordinator** will promote public awareness of all organizational activities and ideas, including readings, workshops, and conference information, through any available promotional means. The Social Media Coordinator will be responsible for keeping all social media platforms for the organization up-to-date and active.

The **Webmaster** will maintain an up-to-date website, ensuring correct information on officers, conference information, workshops, and other organizational information. The Webmaster is also responsible for passing this information along to the Social Media Coordinator.

- **ELECTIONS:** Officers will be elected during the month of April of the academic year preceding appointment, in order to learn about different duties from the outgoing officers. If the Cabinet is not filled in April, remaining offices will be elected by a simple majority of the present membership during the first month of the Fall semester. In the event that a position is left vacant or vacated, filling the position will be the first order of business at every meeting until accomplished. The incoming President and new Cabinet members will assume official duties on the last day of the Spring semester. All office terms last one year, with no term limits. Runner up in elections will take the office position if an officer is unable to continue serving in their elected role. In the case of a runner up being unable to take the position, a new candidate will be selected by the organization's advisor and voted in by the other serving officers.

Drafted October 18, 2000

Revised November 17, 2000

Revised December 3, 2001

Revised February 20, 2002

Revised October 7, 2007

Revised February 1, 2012

Revised April 25, 2013

Revised August 14, 2017

Revised May 15, 2020

CABINET:

President	Date
Vice President	Date
Secretary	Date
Treasurer	Date
Historian	Date
Social Event Coordinator	Date
Workshop Coordinator	Date
Public Relations Officer	Date
Webmaster	Date