

Graduate English Society Constitution

Article I: Name

The name of this organization shall be the Graduate English Society (GES).

Article II: Purpose

The purpose of the Graduate English Society will be to promote professional development of all graduate students in the English Department, facilitate participation and input to departmental committees, foster positive mentor/mentee relationships among faculty and graduate students, and contribute to community-building goals within and outside of the department. The GES will pursue these goals by sponsoring workshops, panels, a graduate student conference, and a mentoring program. Additionally, GES will promote fellowship among graduate students, alumni members, and faculty through social events.

The Graduate English Society, as a registered organization at Stony Brook University, is committed to promoting a safe and vibrant campus community. In receiving annual recognition through the Department of Student Engagement and Activities, no individual or group affiliated with the Graduate English Society will take any action or create a situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this organization. The leaders and members of the Graduate English Society also agree to abide by all aspects of the Stony Brook University Conduct of Student Responsibility; university policies; and federal, New York State, and local laws.

Article III: Membership

Section I

Membership is open to registered, matriculated graduate students of SBU who have paid the graduate student activity fee. Participation in society activities is open to all persons with an interest in English. All sponsors and former members who are no longer graduate students will be considered alumni members and may participate in all social functions. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a military veteran or affiliate.

In an effort to promote an ongoing engagement with anti-racist discourse and praxis, the Graduate English Society (GES) commits to hosting professional development and other awareness events that engage directly and practically with issues of racism, inclusion, and diversity in academia, specifically where it concerns the graduate student community.

Section II

Members will be recognized as active after attending one general body meeting and will be considered active as long as they attend at least two meetings per semester.

Article IV: Executive Board and Officers

Section I: General Requirements

- a. All nominees for executive board positions must have a minimum, cumulative grade point average of 3.0 and if elected, must maintain a cumulative grade point average of 3.0 and must be a registered, matriculated student for the semester(s) during which they are to serve. They also must be in good judicial standing with the University.
- b. All officers shall serve for one year and must be re-elected at the end of their term, as long as they maintain a cumulative grade point average of 3.0 and remain as a registered, matriculated student each semester
- c. Elections will be held annually during the Spring semester. See Article Six.
- d. Vacancies in any office may be filled at a regular or special meeting by a majority vote of the attending members.
- e. Officers will be enrolled as full time Stony Brook University graduate students in the English Department.

Section II: Organization

- a. The officers of the Graduate English Society will be as follows: (a) President/Faculty Liaison, (b) Vice President, (c) Treasurer, (d) Secretary, (e) Events Coordinator, (f) Graduate Student Organization Representative(s), (g) Union Representative(s), (h) Graduate Program Committee Representative, (i) MA Representative, (j) MAT Representative, (k) Web Coordinator, (l) ABD Ex-Officio, and (m) Professional Development Coordinator. Officer positions may be held only by graduate students enrolled in the English Department at Stony Brook University and by students able to make the requisite time commitment to fulfill their duties. Students may hold more than one position in the GES.
- b. The members of the executive board shall be President, Vice President, Treasurer and Secretary.
- c. The total membership of the executive board shall not exceed members of the organization.

Section III: President/Faculty Liaison

- a. The President will preside over GES meetings, help the Graduate Program Director recruit new students in the spring and orient new students in the fall, serve as the Faculty Liaison and attend department faculty meetings, set the calendar of GES meetings, call for agenda items and create the meeting agenda, assist the Graduate Program Director in making student mentor/mentee pairings, assist the Administrative Staff in office assignments for incoming students, observe regular meetings with both the Graduate Program Director and Department Chair, ensure club status is approved with the Office of Student Activities, and support the other Society officers in their responsibilities. We recommend that people nominated for or nominating themselves for President consider whether other time commitments may interfere with their ability to fulfill the requirements of the job.
- b. The President shall be the official representative of the organization; they shall also be a non-voting, ex-officio member of all committees of the organization.
- c. The President shall have the power to convene and preside over the meetings of the executive board and the general body, as well as prepare the agenda for the respective meetings.
- d. The President shall further perform duties, as may be necessary and proper in the fulfillment of their office, subject to the approval of the executive board.

Section IV: Vice President

- a. The Vice President shall be responsible to see that standing committee chairpersons are fulfilling their duties.
- b. The Vice President shall be responsible for the technical and electronic duties, including but not limited to drafting the annual summary for club re-registration.
- c. The Vice President shall further perform such duties, as may be necessary and proper in the fulfillment of their office, subject to approval of the executive board.
- d. In the event that the President is unable to perform their duties (due to leave of absence, resignation, or impeachment), the Vice President shall assume the position of President.
- e. In the event that the Vice President is unable to perform their duties (due to leave of absence, resignation, or impeachment), a new Vice President will be elected in a special election called by the President.

Section V: Treasurer

- a. The Treasurer will keep the funds of the Graduate English Society, report the state of funds at each GES meeting, bring forward funding requests from department constituents, coordinate club and department funding applications (including signatures) to the GSO, and charge the financial coordinator(s) for the annual conference for the year concurrent with term as Treasurer.
- b. The Treasurer shall keep a detailed record of all monies allotted to and raised by the organization.
- c. The Treasurer shall perform such duties, as may be necessary and proper in the fulfillment of their office, subject to the approval of the executive board.
- d. In the event that the Treasurer is unable to perform their duties (due to leave of absence, resignation or impeachment), a new Treasurer will be elected in a special election called by the President.

Section VI: Secretary

- a. The Secretary will keep accurate minutes of the meetings of the Graduate English Society and record information distributed by Officers. The secretary will distribute minutes to the Committee for final approval before distribution to the department listserv. Other duties may include but are not limited to distribution of general announcements, publicizing GES events, and organization of GES documents.
- b. The Secretary shall take minutes and attendance of all meetings and maintain an up to date active voting membership roster.
- c. The Secretary shall send out a weekly email, which outlines the agenda of the upcoming meeting, one school day prior to the meeting.
- d. In the event that the Secretary is unable to perform their duties (due to leave of absence, resignation, or assumption of the presidency), a new Secretary will be elected in a special election called by the President.

Section VII: Events Coordinator

The Events Coordinator will be responsible for coordinating departmental potlucks, panels, salons and other events planned by the GES. The Events Coordinator will communicate regularly with the Graduate Program Coordinator and the Assistant to the Chair to ensure GES events complement and do not interfere with English Department events.

Section VIII: Graduate Student Organization Senators (2)

The Graduate Student Organization (GSO) senators will serve as liaisons between all Stony Brook graduate students enrolled in the English Department and the GSO.

1. The senators will communicate any English graduate student concerns to the Graduate Student Organization at GSO meetings. The attending senator at each GSO meeting will take notes and send them (or a summary of official GSO minutes) to the GES secretary.

2. At least one senator or alternate must attend all GSO meetings, usually four per semester. Senators 1 and 2 must each attend at least two GES meetings per semester, as decided at the first GES meeting each academic year. The senator who attended the last GSO meeting is expected to attend the next GES meeting with their report. If a senator finds they are unable to attend their assigned meeting, the alternate senator shall be notified and shall attend in their place.

3. Senators must check their Stony Brook email daily and forward all GSO messages to the English Graduate Student Listserv. Senator 1 shall be responsible for forwarding these emails to the EGL listserv on the day received or, at the latest, the following day. Senator 2 must check to ensure that Senator 1 forwarded the email.

Section IX: Union Representative

The Union representative will serve as liaison between all Stony Brook graduate students enrolled in the English Department and the Graduate Student Employees Union (GSEU). The representative will attend all Union meetings and communicate student concerns to the Union. The representative will take minutes at Union meetings and send minutes to the GES secretary.

Section X: Graduate Program Committee (GPC) Representative

The Graduate Program Committee representative will serve as liaison between all Stony Brook graduate students enrolled in the English Department and the GPC. The GPC representative will represent the graduate students' perspective and concerns at all meetings of the Graduate Program Committee, taking minutes and forwarding them to the GES Secretary.

Section XI: MA Representative

The MA Representative will serve as a liaison between the GES and the MA program of the English Department, promote the interests of MA students in GES activities, and promote GES activities among MA students. If no MAT Representative is nominated, then the duties of that position will fall to the MA Representative.

Section XII: MAT Representative

The MAT Representative will serve as a liaison between the GES and the MAT program of the English Department, promote the interests of MAT students in GES activities, and promote GES

activities among MAT students. This position is based on the availability of MAT students and will be filled by the MA Representative, if no MAT Representative is nominated.

Section XIII: Web Coordinator

The Web Coordinator will update and maintain Blackboard Group content and GES social media, add new students to the blackboard group, add new students (PhD and MA) to the department listserv, update content on the GES Web page, and update PhD student online profiles.

Section XIV: ABD Ex-Officio

The ABD Ex-Officio will offer insight, perspective, and institutional knowledge at GES meetings and departmental events. As a PhD Candidate, the AExO has experienced multiple years in the program, department, and university and therefore can give an essential point of view on English graduate student issues and concerns.

Section XV: Professional Development Coordinator

The Professional Development Coordinator (PDC) will be responsible for acquiring and distributing information about the job market to English graduate students, attending to the status of jobs within the traditional Academy while also emphasizing and promoting possibilities for careers within industry or otherwise outside the Academy. Representing graduate students' concerns to the English Job Committee faculty, the PDC will report information from that committee to graduate students. The PDC will collaborate with the MA Representative and MAT Representative to address career-related issues at all levels of graduate school. The PDC will also work with the Events Coordinator to plan and host one event per semester about industry and alternative-academic careers for English graduate students, and possibly for humanities graduate students more broadly.

Section XVI: Budget Committee

At the discretion of the GES Treasurer, the budget committee will provide assistance on select GES-related financial matters throughout the academic year. Such responsibilities may include, but are by no means limited to, the Treasurer's composition of the GSO budget proposals at the beginning of the fall semester, as well as his record-keeping of all Graduate Conference-related expenses/reimbursements. To ensure that this committee represents the interests of all GES members equally, its membership will ideally comprise at least one student in the MA/MAT program, one PhD student in coursework, and one student who is ABD. The number of budget committee members will be determined on an annual basis based on the needs of the Graduate English Society. The committee will meet at least once a semester, whether in person or by video or phone conference. Before each budget committee meeting takes place, they must send advanced notice to the Graduate Student Listserv inviting any interested members to attend. It is strongly recommended that the GES Treasurer for the following year will be selected from the current group of budget committee members.

Article V: Meetings

A. Meetings will be announced by the President of the Graduate English Society. Meetings shall be held monthly.

B. Special meetings may be called by the officers of the Graduate English Society, any voting member, or sponsor in order to conduct special business.

C. A quorum consisting of a majority of the active members present is necessary for the transaction of any business at meetings.

D. All meetings must have an agenda and give notice to members at least one school day prior.

E. The business of the society will be conducted by a vote of the majority of the members in attendance at the meeting.

F. Meetings will be conducted in a manner associated similar to Robert's Rules of Order: The Agenda shall be provided that outlines the information, discussion, action and report items of the GES, action items failing to meet consensus quickly will be tabled for a designated later discussion period, and returned at the subsequent convening of the GES for a vote. The president shall call the meeting to order, preside over the agenda, and call the meeting to a close. Voting items require a motion, a second, and then a full vote of the active society members present.

G. The events calendar for the fall semester should be set at either the first or second fall meeting of the GES, spring events at the last fall or first spring meeting. Panel and event topics should be finalized and a calendar published to the department as soon as possible thereafter.

1. Fall Semester Events can include:

- a) Professionalization Panel & Workshop: Topic TBD
- b) Program/Department Panel & Workshop: Topic TBD
- c) Fall Potluck (November)
- d) Salon/Social (December)

2. Spring Semester Events can include:

- a) Professional Panel & Workshop: Topic TBD
- b) Program/Department Panel & Workshop: Topic TBD
- c) Lightning Talks/Accepted Student Day (March)

- d) Spring Potluck (March/April)
- e) Salon/Social (April/May)

H. Items requiring GES approval include:

- 1. Budget requests and reports, including student requests to the Kahana fund, graduate conference budgets, and budget allocations for club and department funding
- 2. Professionalization panel topics
- 3. Event dates

Article VI: Elections

- 1. Officers of the Executive Board shall be determined by an election with the general body.
- 2. No person shall seek the position of President, Vice President, Treasurer or Secretary unless they have been an active member of this organization for at least two semesters prior to the semester when they would assume office.
- 3. No person shall be elected to more than one executive board position at any given term.
- 4. All new officers must be elected by majority vote of active members present at the election.
- 5. Elections must be held no later than June 1.
- 6. After a one-month transition period, in which former officers train newly-elected officers, the newly-elected officers assume their position and official duties on July 1.

Article VII: Impeachment

- 1. Any officer may be brought up on impeachment charges if they act detrimentally to the organization or disregard the responsibilities of their office. An officer may also be impeached if they ignore or blatantly work against the anti-discrimination and anti-racism policies of the GES.
- 2. If a list of charges signed by three-quarters of the officers is submitted to the President, they must call for an impeachment proceeding. If the President is being brought up on charges, the petition shall be submitted to the Vice President. Upon receipt of the petition, the President shall suspend the officer and prevent them from exercising all powers and voting rights pending the outcome of the impeachment proceedings.
- 3. After proper impeachment proceedings, the officer(s) charged may be impeached by a three-quarter vote of group members. If impeachment passes, the officer shall be removed from their position.
- 4. Special elections shall be held upon impeachment of:
 - 1. President, the Vice President shall assume the Presidency until a special election is held within a one month period.
 - 2. Vice President, Treasurer or Secretary, a special election shall be held within a month period.

Article VIII: Amendments

1. Amendments to this constitution may be introduced from the floor at a general body meeting and must be submitted to the Secretary in writing.
2. All active members must be notified in writing at least five school days prior to a vote on the proposed amendment.
3. A two-thirds majority vote of the active members is necessary for the passage of an amendment.

Article IX: Dissolution

In the event of the dissolution of this organization, all accrued funds and assets shall revert to the Graduate Student Organization (GSO).