

**E**nglish **G**raduate **S**tudent **O**rganization

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University at Albany, SUNY • Albany, New York 12222

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**BYLAWS**

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## Preamble

The EGSO Constitution, as amended and adopted, presents the essential structure and operation of the EGSO as a representative student government. The Bylaws act to elaborate on specific rules and policies of the EGSO, but shall never be construed to replace or override the Constitution. The Bylaws may be amended by a two-thirds majority vote at any General Body meeting.

## Article I: EGSO Membership

**Section 1: Members:** Pursuant to the Constitution, Mission Statement, all currently enrolled graduate students in the English Department of the University at Albany are members of the EGSO. All members of the EGSO shall have the right to representation and participation in EGSO activities and no member shall be denied these rights or otherwise discriminated against for any reason whatsoever.

## Article II: EGSO General Body

**Section 1: Membership:** All members of the EGSO shall be considered voting members of the EGSO General Body.

**Section 2: Meeting scheduling and notification:** The EGSO shall hold regular meetings at least three times in the Fall and Spring semesters when classes are in session, in which to discuss, debate, and vote on the business of the EGSO. The President shall chair all EGSO General Body meetings. The Executive Board shall arrange and communicate to all EGSO members via the EGSO Listserv the date, location, and time of EGSO General Body Meetings at least three days prior to the EGSO General Body meeting. Any amendments to or proposals of governing documents shall be communicated to all EGSO members via the EGSO Listserv a minimum of seven days prior to the EGSO General Body meeting. Any requests for inclusion in the EGSO General Body meeting agenda shall be submitted to the President prior to the day of the meeting. All business of the EGSO shall be presented and determined at General Body meetings by majority vote except where otherwise noted in the Constitution or the Bylaws.

**Section 3: Minutes:** The EGSO Secretary shall record the minutes and arrange for them to be uploaded to the EGSO Website within seven days of the meeting. These minutes shall be noted as unconfirmed until they are officially approved by the EGSO General Body. The EGSO General Body shall be responsible for amending and approving the minutes at the next regular meeting. All EGSO General Body minutes, once approved, shall be maintained in perpetuity on the EGSO Website and shall be available to any member of the EGSO.

**Section 4: Confirmation of Appointments:** If there are any appointments, the President shall present all appointments to the EGSO General Body for approval at the next scheduled EGSO General Body meeting. At least seven days prior to the EGSO General Body meeting, the

President shall communicate to all EGSO members via the ENGRAD Listserv the intention to motion for the approval of the appointee. The motion for approval of an appointee for any elected EGSO position shall be passed by a two-thirds majority vote.

## **Article III: EGSO Executive Board**

**Section 1: Members of the Executive Board:** Pursuant to the Constitution, Executive Board, the Executive Board shall consist of four executive officers- the President, the Vice President, the Treasurer, and the Secretary. The Executive Board shall assess the status of the EGSO regularly, no less than once per month, to discuss the ongoing and new business of the EGSO.

**Section 2: The President:** Pursuant to the Constitution, Executive Board, The President shall act as Chief Executive Officer of the EGSO and as its chief spokesperson and representative. The President shall set the agenda and chair EGSO General Body meetings. The President shall set the agenda and chair all Executive Board meetings.

The President shall have the power to appoint an acting replacement to any vacant elected positions. The President is also tasked with finding and appointing EGSO representatives to any required University committee or council; this explicitly includes the English Department and GSA committees and council obligations. All appointments shall be confirmed by the EGSO General Body. Should the motion fail, the President is tasked with finding a new appointment.

The President shall be responsible for ensuring the EGSO complies with regulations of the GSA and the obligations of the English Department. As part of compliance, the President shall be familiar with all the governing documents of the GSA and shall be kept informed of current GSA Business.

The President has signature power on all vouchers. The President shall have the power to delegate signatory power.

**Section 2: The Vice President:** Pursuant to the Constitution, Executive Board, The Vice President shall act as Second in Command to the President of the EGSO. The Vice President is the only other member of EGSO who can call a meeting to order. The Vice President's position exists to serve and aid the President in the general management of the EGSO.

**The Treasurer:** Pursuant to the Constitution, Executive Board, the Treasurer shall be the Chief Financial Officer of the EGSO. The Treasurer shall maintain the financial records of the EGSO; this explicitly includes maintaining a record and advising on funding for any EGSO activities. The Treasurer shall also maintain a record of the EGSO budget and report on any income and expenditures at General Body meetings. The Treasurer shall be responsible for ensuring that any EGSO donations or income are properly deposited and distributed according to the rules governing RGSOs, the Department, and the University, as well as State Law. At the end of the academic year, the Treasurer shall arrange for an annual report of the EGSO's financial

expenditures to be uploaded to the EGSO Website, which shall be kept in perpetuity on the website. The Treasurer has signature power on all vouchers.

The Treasurer shall be responsible for ensuring the EGSO complies with regulations of the GSA and the obligations of the English Department. As part of compliance, the Treasurer shall be familiar with all the governing documents of the GSA and shall be kept informed of current GSA Business.

**Section 3: The Secretary:** Pursuant to the Constitution, Executive Board, the Secretary shall manage EGSO communication. The Secretary shall record and post the minutes from General

Body meetings; maintain the ENGRAD Listserv, and oversee the EGSO Website. At the end of the academic year, the Secretary shall arrange for an annual report of the EGSO to be uploaded to the EGSO Website, which shall be kept in perpetuity on the website.

The Secretary shall have the power to appoint a webmaster for the EGSO Website and a moderator for the ENGRAD Listserv.

**Section 4: RGSO Representatives to the GSA:** The Executive Board shall jointly be responsible for appointing RGSO representatives and alternates to the GSA. The Executive Board shall appoint as many voting representatives to the GSA as is permitted to the EGSO in order to best advocate for the EGSO's interests. Since all members of the English Department graduate program are also members of the EGSO, the Executive Board will also spearhead the selection and appointment of department representatives to the GSA.

**Section 5: Additional Positions:** Pursuant to the Constitution, Executive Board, the Executive Board has the power to establish by election new positions for the Executive Board. The Executive Board shall unanimously vote for the creation of an additional position. The Executive Board shall then send out the motion to appoint, a call for applicants, and a description of the position on the ENGRAD Listserv no less than seven days prior to the next General Body meeting. The President shall present all applicants to the General Body at the next General Body meeting. Any EGSO member shall be eligible and the General Body shall elect the new officer from the pool of applicants.

## **Article IV: Committees and Coordinators**

**Section 1: Committees and Coordinators:** The EGSO maintains three standing committees and coordinators: The Outreach Coordinator(s), the Social Coordinator(s), and the Conference Committee. The EGSO may choose to form additional ad-hoc committees at the first General Body meeting of the fall semester by majority vote. All ad-hoc committees are charged with ensuring they have a representative for the General Body meetings and shall select a form of internal governorship. All committees shall be open to all members of the EGSO.

**Section 2: Conference Committee:**

1. **a) Charge of the Conference Committee:** The Conference Committee shall be responsible for the organization and execution of a yearly academic conference.

**b) Election of a Conference Committee:** Election of a Conference Executive Board: Election of a Chair, Secretary and Treasurer: The Conference Committee shall have one chair, secretary and treasurer internally elected by majority vote. The chair shall be elected at the end of the academic year and shall have served on the committee for the year prior to his or her term, and will be responsible for leading the executive board and committee. The secretary and treasurer can be first time volunteers; the secretary and treasurer are tasked with supporting and reporting to the chair and delegating to and helping lead the committee.

2. **c) Budget:** The Conference Committee Chair is charged with developing and submitting a budget for the conference. In order to develop and submit the conference budget, the

Chair shall accomplish the following duties:

- i.* The Chair shall develop and submit a funding request for UAS Program Funds in

the Fall semester in accordance with UAS deadlines. In the event that the conference is awarded UAS funding, the Chair shall ensure that the conference committee complies with UAS guidelines and submits receipts to the UAS in accordance with UAS policies.

- ii.* ***The Chair shall develop and submit a GSA funding request to the EGSO Treasurer***

***at least 1.5 months prior to the program or event. The Chair must also meet with the EGSO President or the EGSO Treasurer at least one month prior to the EGSO conference to ensure that the Conference Committee complies with GSA funding requirements, including, but not limited to, correct procedures for awarding a GSA contract to a keynote speaker.***

- iii.* ***The Chair shall oversee the use of conference funds allocated by the English Department Speakers and Events Committee by coordinating with Lynn Bearup and Liz Lauenstein in the English Department office.***

- iv.* ***The Chair shall create a proposed budget for the conference no later than two weeks after GSA funds are awarded in the Spring. The proposed budget should be submitted to the Conference Committee members and Liz Lauenstein.***

- v.* ***Finally, the Chair shall submit an accurate, detailed conference budget to the EGSO Treasurer no later than three weeks after the completion of the conference.***

**d)** The Conference Committee Chair shall write and submit an End-of-Year Report to the EGSO Secretary no later than three weeks after the completion of the conference. The Report must include the conference: location(s); date(s); theme; attendance numbers; and the name(s), school affiliation(s), and contact information for the conference's keynote speaker(s). The

report should also include any pertinent information that the Chair deems necessary for the success of future conferences. The EGSO Secretary shall arrange for the End-of-Year Report to be posted on the EGSO website.

**Section 3: Outreach Coordinator(s):**

**a) Charge of the Outreach Coordinator(s):** In accordance with the EGSO's commitment to

service and the greater community, the Outreach Coordinator(s) shall be responsible for creating and advocating for service opportunities for EGSO members. Additionally, the Outreach Coordinator(s) shall be responsible for fulfilling the Equity and Inclusion requirements of the GSA.

**b) Election of Coordinator(s):** One to two Outreach Coordinator(s) are internally elected by majority vote at the end of the academic year. If needed, coordinator(s) can form an ad-hoc committee at any time and will then chair the committee.

**c) Budget:** The Outreach Coordinator(s) are charged with developing and submitting a Fall and Spring budget to the EGSO Treasurer for any outreach programs or events at least 1.5 months prior to the program or event.

**d) Report:** The Outreach Coordinator(s) shall write and submit an End-of-Year Report to the EGSO Secretary no later than one month prior to the end of the Spring Semester. The Report must include the details of any donations made by the Outreach Coordinator(s) to charities or charitable programs, contact information for any programs that the Outreach is actively working with, a descriptive list of any events held by or programs participated in by the Coordinator(s), any other pertinent information that they deem necessary for the success of the EGSO Outreach activities for the following year. The EGSO Secretary shall arrange for the End-of-Year Report to be posted on the EGSO Website.

**Section 4: Social Coordinator(s):**

**a) Charge of the Social Coordinator(s):** The Social Coordinator(s) shall provide

opportunities for fellowship among members of the EGSO including holding a welcome event prior to Halloween and an end of the year event.

**b) Election of Coordinator(s):** One to two Social Coordinator(s) are internally elected by majority vote at the end of the academic year. If needed, coordinator(s) can form an ad-hoc committee at any time and will chair the committee.

**c) Budget:** The Social Coordinator(s) are charged with developing and submitting a Fall and Spring budget to the EGSO Treasurer for any programs or events for the committee at

least 1.5 months prior to the program or event.

**d) Report:** The Social Coordinator(s) shall write and submit an End-of-Year Report to the

EGSO Secretary no later than one month prior to the end of the Spring Semester. The Report must include a description of all events held, including the location and any relevant contact information. The EGSO Secretary shall arrange for the End-of-Year Report to be posted on the EGSO Website.

## **Article V: Reading Groups**

**Section 1: Reading Groups:** The EGSO General Body has the power to form Reading Groups at any time. Established Reading Groups are open to all members of the EGSO. Reading Groups shall also designate a representative to General Body meetings to report on their activities.

**Section 2: Funding:** All Reading Groups shall have the opportunity to receive funding and host events relevant to their interests. Events must be open to all University graduate students. Requests for GSA funding must be submitted to the Treasurer at least 1.5 months prior to the event.

## **Article VI: Communications**

**Section 1: Email:** The EGSO shall utilize University email accounts as its primary official means of communication. Officers granted a second officer University email account shall use this account for the purposes of their duties.

The Secretary shall be responsible for ensuring that legitimate announcements are disseminated via the ENGRAD Listserv.

**Section 2: EGSO Website:** The EGSO shall maintain a website which shall provide governing documents; General Body minutes; contact information for all elected and appointed positions, and Reading Group representatives. The Secretary shall be responsible for arranging the continuous updating of the EGSO Website with minutes, events, announcements, and any changes to forms or documents as they occur.