

**BY-LAWS
THE ENGLISH GRADUATE ORGANIZATION (EGO)
OF WASHINGTON STATE UNIVERSITY**

ARTICLE I

Name

The name of this organization shall be the English Graduate Organization (EGO).

ARTICLE II

Purpose

The object of this organization shall be to foster a support network for all graduate students in English; to foster communication between faculty, staff, and graduate students; to gather and disseminate crucial information concerning graduate studies in English; and to identify, report, and address grievances.

ARTICLE III

Membership

The membership of EGO shall include all graduate students in English, students in American Studies with an emphasis in English, and students on appointment in the English Department at Washington State University.

ARTICLE IV

Elections

Section I: EGO shall be governed through the formation of an Executive Board of ten to twelve members. Candidates for office may be self-nominated or nominated by the membership-at-large at the end of Spring Semester of each school year. Nominees for President, GSC, Comp Committee and Faculty Rep (See positions A, D, E, F) must have documented attendance at three EGO meetings over the course of the academic year.

Section II: An individual may run for no more than two positions on the Executive Board. Should said individual be nominated for more than two, they must decline other nominations. In the event of an individual winning both nominations, s/he will select the position of their choice, allowing the runner-up of the other position to fill that seat.

- Section III: Nominations must be complete one week prior to the election. Nominations may be submitted either through email or paper ballot.
- Section IV: Nominators must check with potential nominees before nomination to confirm their willingness to serve on the Executive Board. The Secretary (or delegated Executive Board member) will confirm candidate willingness at least 24 hours prior to the ballot.
- Section V: Elections must be held at least two weeks prior to the end of the semester to allow for a second round of voting in the case of a tie.
- Section VI: The Secretary (or a delegated member of the Executive Board) will be selected to collate the various nominees, format the ballot, print, copy, and disseminate the ballots. Ballots will be placed in the mailboxes of each graduate student by English Department staff.
- Section VII: The initial voting period must be no less than three business days. In the event of a tie, the second voting period must be no more than two business days.
- Section VIII: Completed ballots will be placed in an envelope attached to the Graduate Academic Coordinator's door during business hours.
- Section IX: After voting ends, at least two members of the Executive Board will count the ballots in the presence of a Staff/Faculty member. Each will tally votes separately. If final numbers are not identical, subsequent counts will be performed until numbers match.
- Section X: Winners will be notified within three days of the count to re-confirm their willingness to serve on the Executive Board.
- Section XI: Upon the election's completion, ballots will be destroyed.
- Section XII: The President may appoint unfilled positions with the majority approval (vote) of the Executive Board.

ARTICLE V

Executive Board

- Section I: The Executive Board shall be elected for a one year term. The Executive Board will consist of ten to twelve members and shall include the following:
- A. President
 - B. Secretary

- C. Treasurer
- D. Faculty Representative
- E. Graduate Studies Committee Representative
- F. Composition Committee Representative
- G. Rhetoric/Composition-at-Large
- H. Literature-at-Large
- I. American Studies-at-Large
- J. Graduate and Professional Studies Association Representative (2 reps)
- K. Colloquium Chair
- L. TA Training Coordinator

Section II: The officers of the Executive Board shall serve for a period of one year, with the exception of the GPSA Representatives, who will be elected for two-year terms. As such, the GPSA representative must be a PhD student able to attend GPSA meetings over the course of two years. In the event any position is vacated, the Board will call for volunteers. In the event that more than one person wishes to fill the vacancy, an election shall be held.

Section III: The Executive Board shall have general supervision of the affairs of EGO between its business meetings, fix the hour and place of EGO meetings, make recommendations, and shall perform the other duties as specified in these By-Laws.

Section IV: EGO shall meet at least once a month during the school year. Additional meetings shall be called by the President as deemed necessary.

ARTICLE VI

Committees

Section I: **ELECTIONS COMMITTEE**
 The Elections Committee shall consist of two members of EGO chosen by the Executive Board. Their responsibility is to present a slate of officers to the EGO membership and arrange for elections to take place, as described in Article IV of the EGO By-Laws.

Section II: **AWARDS COMMITTEE**
 The Awards Committee shall be appointed by the Executive Board from within its ranks. Their responsibility is to organize the election each year by the general membership of two faculty members for the following awards:

- A. Best Seminar of the Year
- B. Most Supportive Faculty Member

ARTICLE VII
Responsibilities of Officers

Section I- President

Duties: The duties of the President of EGO shall include, but not necessarily be limited to:

- A. Preparing written agendas for EGO Executive Committee meetings and distributing said agendas to all EGO Executive Committee members;
- B. Presiding over EGO Executive Committee meetings and meeting of the general EGO membership;
- C. Maintaining alertness of issues that are of concern to the EGO general membership;
- D. Striving to keep the EGO organization active and other officers involved in the process;
- E. Coordinates or delegates coordination of mentoring program; and
- F. Other tasks necessary to carry out the duties of President of EGO.

Section II- Secretary

Duties: The duties of the EGO Secretary shall include, but not necessarily be limited to:

- A. Keeping written records of each Executive Board meeting;
- B. Maintaining a file for minutes, attendance, and other information concerning EGO that shall be transmitted to the Executive Board from election to election;
- C. Disseminating the minutes from Executive Board and general membership EGO meetings via email;
- D. Other tasks necessary to effectively carry out the duties of the office of the EGO Secretary as they are assigned by the EGO Executive Board.
- E. Acts as the President in the President's absence.

SECTION III- Treasurer

Duties: The duties of the EGO Treasurer shall include, but not necessarily be limited to:

- A. Keeping a record of EGO funds;
- B. Allocating EGO funds;
- C. Initiating fund-raiding activities; and

- D. Other tasks necessary to effectively carry out the duties of the office of the EGO Treasurer as they are assigned by the EGO Executive Board.
- E. Coordinates the assembly of gift baskets for Ph.D students taking their exams

SECTION IV- Faculty, Graduate Studies Committee, and Composition Committee Representatives

Positions nullified by majority vote at Dec. 2, 2013, EGO Meeting.

SECTION V- American Studies-at-Large Representatives

Duties: American Studies-at-Large Representatives shall include, but not necessarily be limited to:

- A. Creating gift baskets for PhD students taking their examinations;
- B. Serving as a representative for the students in their respective field, bringing concerns to the EGO Executive Board on their behalf;
- C. Other tasks necessary to effectively carry out the duties of the office of the EGO At-Large Representatives as they are assigned by the EGO Executive Board, including but not limited to
 - a. Keeping a list of all M.A. and Ph. D. students in the representative's focus of study
 - b. Knowing all deadlines for M.A. and Ph. D. students in the representative's focus of study
 - c. Communicating aforementioned deadlines (Sec. V., duty C. b.) at least once per semester to all students in the representative's focus of study
- D. Rhetoric/Composition at Large and Literature at Large positions nullified by majority vote at Dec. 2, 2013, EGO Meeting.

SECTION VI- Graduate and Professional Student Association Representatives

Duties: The duties of the EGO Graduate and Professional Student Association Representatives shall include, but not necessarily be limited to:

- A. Attending all GPSA meetings;
- B. Reporting to EGO Executive Board issues of importance;
- C. Voting according to the desires of the EGO constituency;
- D. Other tasks necessary to effectively carry out the duties of the office of the EGO GPSA Representatives as they are assigned by the EGO Executive Board.

SECTION VII- Colloquium Chair

Position nullified by majority vote at Dec. 2, 2013, EGO Meeting.

SECTION VIII – TA Coordinator

Position nullified by majority vote at Dec. 2, 2013, EGO Meeting.

SECTION IX – Faculty Liaison

Duties: The duties of the Faculty Liaison shall include, but not necessarily be limited to:

- A. Attending Faculty meetings.
- B. Taking notes on the meeting and reporting to the EGO Executive Board
- C. Advocating for graduate student interests at said meetings
- D. Working closely with the Director of Graduate Studies to provide faculty and graduate student colloquia for the English Department community.

SECTION X – Composition Liaison

Duties: The duties of the Composition Liaison include, but not are necessarily limited to:

- A. Attending the meetings of the Composition Committee.
- B. Taking notes of the meeting and reporting to EGO Executive Board.
- C. Advocating for graduate student interests at said meetings.
- D. Working closely with the Director of Composition, Assistant Director of Composition, and the EGO Executive Board to provide student-led training for the English Department and TA communities.
- E. To plan the content and activities for EGO-led TA meetings.

SECTION XI – Graduate Liaison

Duties: The duties of the Graduate Liaison shall include, but not necessarily be limited to:

- A. Attending the meetings of the Graduate Studies Committee.
- B. Taking notes of the meeting and reporting to EGO Executive Board.
- C. Advocating for graduate student interests at said meetings.
- D. Coordinating the EGO Mentoring Program. Duties include, pairing incoming graduate students with returning students and organizing mentoring and professionalization activities.

ARTICLE VIII
Amendment of the EGO By-Laws

Proposed amendments must be announced in an EGO email communication. The EGO By-Laws shall be amended by a vote of 51% of the general membership of EGO at a publicized EGO meeting.

Changelog

2012-04-27 Rhetoric and Composition at Large position and Literature at Large descriptions amended to reflect duty changes ratified on Feb. 24, 2012 and Mar. 30, 2012. (See V.C.a-c.)

2013-12-02 At Large positions and several chair positions modified or nullified according to majority vote at December 2 2013 meeting. These positions were consolidated into the new Liaison positions in response to the difficulty filling positions.