

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. Candidates for office may be self-nominated or nominated by the membership-at-large at the end of Spring Semester of each school year.
- Section II: Nominees for President and Vice President (See positions A and B) must have documented attendance at three EGO meetings over the course of the academic year. Nominees for all other positions must have documented attendance at two EGO meetings over the course of the academic year.
- Section III: The Graduate and Professional Student Association (GPSA) Liaison position (see position E) will be filled by the person elected as the GPSA English Department Senator through the university-wide GPSA election process rather than through the EGO nomination and voting process. If the elected Senator does not wish to fulfill the role of Graduate and Professional Student Association Liaison (or there is no elected Senator for the English department), the GPSA Liaison position will

be nominated and elected through the EGO voting process. As a result of this appointment, the GPSA senator shall not be eligible for an EGO executive position coinciding with their senate appointment. Once the senate term has been served, the student will once again be eligible for EGO officer nominations and election.

- Section IV: 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, they will select the position of their choice, sending the other position to an official re-vote.
- Section V: Nominations must be complete one week prior to the election. Nominations may be submitted either through email or paper ballot.
- Section VI: Nominators must check with potential nominees before nomination to confirm their willingness to serve on the Executive Board. The delegated Executive Board member will confirm candidate willingness at least 24 hours prior to the ballot.
- Section VII: 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 VIII: The delegated member of the Executive Board will be selected to collate the various nominees, format the ballot, and disseminate the ballots.
- Section IX: 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 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 shall include the following:
- A. President
 - B. Vice President
 - C. Treasurer
 - D. Graduate and Professional Student Association (GPSA) Liaison

- E. Faculty Liaison
- F. Composition Liaison
- G. Graduate Liaison
- H. Literature Liaison
- I. Undergraduate Liaison

Section II: The officers of the Executive Board shall serve for a period of one year. 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 one member 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

The Awards Committee may wish to add additional awards to recognize other department members or students. If so, the awards committee will present their proposed awards to the EGO membership. Changes must be approved by a majority vote. The current awards given every year to graduate students are as follows:

- A. Best Peer Mentor
- B. EGO Service Award
- C. Community Builder Award
- D. Most Collaborative Grad Student
- E. Most Creative Grad Student

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 and distributing written agendas for EGO Executive Committee meetings and meetings of the general EGO membership for the Vice President to distribute;
- B. Presiding over EGO Executive Committee meetings and meeting of the general EGO membership;
- C. Maintaining communication about issues that are of concern to the general EGO membership;
- D. Striving to keep EGO members active and officers involved in the process, particularly in coordinating and delegating responsibility for sub-committees;
- E. Organizing and holding at least one philanthropy event per academic year;
- F. Securing a faculty advisor and renew membership with registered student organization (RSO) office; and
- G. Other tasks necessary to support EGO.

Section II- Vice President

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

- A. Keeping written records of minutes and attendance of all Executive Board and general EGO membership meetings and any other information concerning EGO as needed;
- B. Maintaining an archive of minutes and attendance for all EGO meetings as well as other information concerning EGO;
- C. Distributing minutes as well as scheduling Executive Board and general EGO membership meetings;
- D. Communicating issues that are of concern to the general EGO membership to the President;
- E. Striving to keep EGO members active and officers involved in the process, particularly in coordinating and delegating responsibility for sub-committees;
- F. Assisting the president in securing a faculty advisor and renewing membership with registered student organization (RSO) office;
- G. Organizing and holding at least one social event per academic year;
- H. Acting as the President in the President's absence; and
- I. Other tasks necessary to support EGO.

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 as well as updating general EGO membership of account standing at meetings;
- B. Allocating EGO funds and securing faculty advisor approval for allocated funds;
- C. Organizing and holding at least one fundraising event per academic year;
- D. Seeking external funding opportunities to supplement EGO funds;
- E. Coordinating the assembly of gift baskets for Ph.D students taking their exams; and
- F. Other tasks necessary to support EGO.

SECTION IV- American Studies-at-Large Representative

Position liquidated 4/24/2019

SECTION V- Graduate and Professional Student Association (GPSA) Liaison

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

- A. Fulfilling all duties required by GPSA (if serving as GPSA English Department Senator);
- B. If not serving as GPSA Senator, coordinating with the GPSA English Department Senator;
- C. Reporting to EGO Executive Board issues of importance concerning GPSA senate and sub-committee reports and updates;
- D. Voting according to the desires of the EGO constituency;
- E. Communicating and advertising GPSA-sponsored funding and scholarship opportunities to department constituents; and
- F. Working with EGO Treasurer to apply for registered student organization (RSO) funding through GPSA;
- G. Working with EGO President to apply for RSO awards through GPSA; and
- H. Other tasks necessary to support EGO.

SECTION VI- 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 OR a faculty member appointed by Director of Graduate Studies to provide faculty and graduate student colloquia for the English Department community;
- E. Forming a sub-committee consisting of members of the general EGO membership or EGO Executive Board members to delegate tasks for the department colloquia series; and
- F. Other tasks necessary to support EGO.

SECTION VII- 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 for PDC;
- E. Organizing and holding at least one EGO-led composition pedagogy event per semester; and
- F. Other tasks necessary to support EGO.

SECTION VIII- 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. Organizing and holding at least one professional development OR mentoring event per semester; and
- E. Other tasks necessary to support EGO.

SECTION IX – Literature Liaison

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

- A. Working with faculty to plan and create a minimum of two literary-studies oriented professional development events per semester;
- B. Advocating for graduate students with a literature focus and critical culture, gender and race studies focus; and
- C. Other tasks necessary to support EGO.

SECTION X – Undergraduate Liaison

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

- A. Working with the Director of Undergraduate Studies as needed;
- B. Attending English Club meetings once per month;
- C. Taking notes at these meetings and reporting to EGO Executive Board;
- D. Working with English Club to organize one undergrad/grad event per academic year;
- E. OR Working with the Passport Program
- F. Fostering relationships between graduate and undergraduate English students; and

- G. Other tasks necessary to support EGO.
- H. Attend and report back on the meetings of the Undergraduate Studies Committee

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.

2016-04-25 President, Vice President, Treasurer, Graduate and Professional Students Association Representative, Faculty Liaison, Composition Liaison, Graduate Liaison, and Literature Liaison descriptions amended to reflect duty changes ratified on April 25, 2016.

2017-01-24 Positions removed from Article V Sec. 1 due to nullifications: Faculty, Graduate Studies Committee, and Composition Committee Representatives, Rhetoric/Composition at Large and Literature at Large, Colloquium Chair, and TA Coordinator.

2017-02-21 Position added: Undergraduate Liaison, ratified on February 21, 2017.

2017-02-21 President and Vice President descriptions amended to reflect duty changes ratified on February 21, 2017.

2017-03-28 All executive board positions amended to reflect duty changes ratified on March 28, 2017. The change includes three matters: 1) All executive board members must meet attendance requirements prior to running for an executive board position. 2) Graduate and Faculty Liaisons must be PhD students. 3) The Faculty Liaison must form a sub-committee to delegate tasks for the department colloquia series.

2019-04-24 Slight change made to President and VP about distributing the agenda; Passport Program and Undergraduate Studies Committee added to the Undergrad Liaison position; more awards added to the list of graduate student awards

2021-04-06 Removed "Nominees for Faculty Liaison and Graduate Liaison (see positions F and H) must be PhD students" from ARTICLE IV, Section II, as everyone should have the opportunity to occupy any position.