

Constitution of The Student Association of Graduates in English

Department of English, University of Kansas

As amended November 13, 2011

Preamble

The Student Association of Graduates in English (SAGE) exists to provide graduate students with opportunities that will enhance understanding of the discipline and the profession of the academic in English, as well as participation in affairs related to graduate education and service.

Article I: Name

The name of this organization shall be the Student Association of Graduates in English (SAGE), hereafter referred to as the Organization.

Article II: Purpose

SAGE strives to foster community among graduate students and faculty in the department, to prepare graduate students for professional life, and to serve as a representative body to various committees within the English department. SAGE believes that the understanding of one's discipline and profession is not bounded by class schedules and academic calendars and that commitment to learning and professionalism is not separated from good fellowship, living and opportunity.

Article III: Membership

Section 1: Membership shall be open to any University of Kansas English graduate student.

Section 2: Non-discrimination Clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran's status, sex, national origin, or disability in its selection of members, educational programs, committee representatives or activities.

Article IV: Executive Committee and Committee Officers

Section 1: Officers of the Executive Committee of the organization shall be as follows: two (2) Co-Presidents, Treasurer, Secretary and three (3) First-Year Liaisons, one each from creative writing, literary studies, and composition and rhetoric.

Section 2: Standing committees are organized in the following divisions, with membership in each noted parenthetically. Committees that are voting department members are indicated with an asterisk: Advisory Committee* (1), Creative Writers' Committee* (4), Events Committee (3), FSE Committee* (3), Graduate Student Advisory Board (1), Graduate Committee* (3), GTA/Lecturers Committee* (3), Lecturers/Readers Committee* (3), Library Committee* (1), Professionalization

Workshop Committee (3), Public Face/Alumni Relations Committee* (3), Social Media Committee (3, plus webmaster), Summer Institutes Committee* (1), Supplemental Funds Committee* (1), Sustainability Committee (2), Webmaster (1). Each standing committee will maintain a chairperson to delegate authority and organize responsibilities for members of their committee.

Section 3: Election of officers/ committee members. Officers are elected in late spring semester of each academic year. All English graduate students may nominate officers. Officers accept or decline nominations. Once committee slates have been filled by nominations, English graduate students then approve or contest by email, with contested votes determined by ballot voting. In the event of no contest for any one position, incumbents may be voted for/ against the renewal of their position. On the issue of Co-Presidency, the Co-Presidents shall run on a ticket of their own choosing. ___Section 4: Officers shall take office following the completion of the spring semester of each academic year and shall serve one full academic year until the following spring when new officers are elected. Before officially taking office, new officers shall receive some sort of synopsis from the previous officer holding the respective position regarding activities the officer arranged during his/her term, issues still open or in progress, and any other relevant and/or helpful documents or information.

Section 5: Officers shall not be on academic or university probation at the time of their elections and throughout their terms of office.

Section 6: Unless the committee position is uncontested, there is a two year limit for officers to work at any one position or on any one committee; the exception to this is the Executive Committee positions, which cannot be held for more than two years. There is no term limit for SAGE membership.

Section 7: The First-Year Liaison positions and one slot per committee from Events Committee, Professionalization, Social Media, and Sustainability will be elected/ appointed separately during the beginning of the fall semester. The nominees will be new-incoming graduate students. Only the new graduate students will nominate or vote in this election. If no one decides to run for one of these positions, the committee can appoint someone to the position (either a new or current graduate student) if necessary.

Section 6: Duties of Officers.

A. Co-President

Those eligible to be Co-President must have reasonable understanding of and experience as a graduate student in KU's English department. The Presidents are responsible for conducting organization business including, but not limited to, overseeing SAGE projects and sub-committees, organizing and facilitating executive meetings, acting as a liaison between SAGE and the chair of the department, and providing general overall guidance to the Organization. The Presidents shall also prepare a semester and year-end report documenting the Executive Committee's progress towards its stated goals and assessment of work still to be done.

B. Secretary (Communications Officer)

The secretary shall record and distribute minutes of executive committee and all other SAGE meetings; shall maintain records of officer attendance; shall be responsible for distribution of agendas, meeting notifications and other official announcements; and shall administer the SAGE e-mail discussion list.

C. Treasurer

The Treasurer primarily focuses on the management of SAGE funds. S/he should ensure that the money is in a secure place (e.g. a checking account). The Treasurer always uses a separate SAGE account rather than a personal account that could be or is used for additional groups or persons. The Executive Committee should always approve the distribution of SAGE funds, or at the very least the Presidents should be informed, before the money is allotted to anyone or for anything. In accordance with the mission of SAGE, these funds are reserved for the promotion of graduate student professionalism in the form of reimbursing conference registration fees of presenters and to finance social events that promote graduate student interaction. Additional responsibilities include:

- Actively organizing fundraisers specifically designated to enhance the coffer of SAGE (which is separate from funds raised in connection with volunteering endeavors that SAGE supports).
- Depositing and distributing the funds
- 0. Keeping the budget balanced
- 0. Managing and advertising applications for the reimbursement of conference registration fees for grads each semester
- 0. Becoming involved in the other activities organized by SAGE

D. Committeeships

SAGE officers on committee will attend all germane meetings, discuss potential visits and the scheduling of events and conduct other business generally related to facilitating of each individual committee post. In addition, committee officers will report back their findings at monthly SAGE meetings and vote the will of the democratic body of SAGE acting on behalf of its larger constituency.

E. Webmaster

In addition to these offices, SAGE also consists of a webmaster position. This position is a volunteer position instead of an elected one; if none of the elected officers volunteer, then the Executive Committee will recruit another graduate student to hold the position. Responsibilities include keeping the minutes and other information on the SAGE website up-to-date; e.g., maintaining an accurate list of "who's who" in the organization.

Article V: Removal of Officers

Section 1: Officers failing to fulfill their given responsibilities and duties may be removed by the regular members of the organization. This includes missing three SAGE meetings during the academic year or two consecutive monthly meetings. If reports are submitted *in absentia* to a member of the Executive Committee prior to the meeting, then the

officer has partially completed his/her given responsibilities and will not be removed from his/her position solely for lack of attendance.

Section 2: The removal of an officer requires a 4/5 vote of the Executive Committee and a will either be proposed and voted upon during regular meeting and agreed to by a majority vote or will be proposed via email over the SAGE listserv and will be approved if there is not an email show of dissent from five people or more following the notification of the officer in question. If five or more people dissent, the executive committee will reconsider the removal. Notification shall be provided in writing no less than seven working days prior to the vote.

Article VI: Replacement of Officers

Section 1: In the case where some part of the presidential office is vacant, the other president will immediately fill the position until which time as an appointment can be made according to the line of succession (Treasurer, Secretary etc).

Section 2: All other positions found to be vacant shall be filled by appointment immediately. The Executive Committee will appoint a replacement; this replacement will hold office for the duration of the current term.

Article VII: Meetings

Section 1: A minimum of three regularly scheduled general meetings shall be held each semester. The Executive Committee may call additional meetings only if the immediate need arises.

Section 2: Parliamentary Authority: meetings shall be conducted according to the agenda set prior to each meeting. Prior to each meeting, the Co-Presidents shall solicit items from acting committee chairs that officers would like to address at the meeting. The Presidents shall make the meeting agenda according to the items committee members state they would like to discuss.

Article VIII: Committees

Section 1: The officers of the organization shall have the authority to create or dissolve any committees, standing or special, that will further the purpose of the organization.

Section 2: Committees will either be proposed and voted upon during regular meeting and agreed to by a majority vote or will be proposed via email over the SAGE listserv and will be approved if there is not an email show of dissent from five people or more. If five or more people dissent, the executive committee will reconsider the changes and resubmit for approval.

Section 3: Committee chairs will accept responsibility for organizing and presenting all issues and materials at the monthly meetings.

Article IX: Amendments

Section 1: All amendments to this constitution require notice of one week prior to being discussed and voted upon, either in a regular meeting or via the SAGE listserv.

Section 2: All amendments will either be proposed prior to and voted upon during a regular meeting and agreed to by a majority vote or will be proposed via email over the SAGE listserv and will be approved if there is not an email show of dissent from five people or more. If five or more people dissent, the executive committee will reconsider the changes and resubmit for approval.