English Graduate Student Organization (EGSA)

Organization Description: EGSA is a group of officers elected to represent the interests of graduate students in Georgetown's English MA program. EGSA Board Members will stay abreast of the concerns of English graduate students, liaise between the English graduate student body and English faculty and administration, represent English graduate student interests within the larger Georgetown community, and plan academic enrichment and social events to foster a collegial English graduate student community.

Mission: EGSA serves the needs of English Graduate Students by sponsoring interdisciplinary academic and social events that enrich their experience at Georgetown. It is our mission to represent the interests of English graduate students within the university and foster a scholarly and supportive community within our department.

Article I: Membership and Jurisdiction:
1. All graduate students in the English department, part-time or full-time, are members of EGSA. 2. Any matter that affects the English graduate student body shall be considered within the competency of EGSA.

Article II: Officers
EGSA consists of ten officers elected to represent their peers in the English MA program.

Chair: Acts as a liaison between the graduate students and the department, meeting regularly with the Director of Graduate Studies. Holds meetings for the executive board of the EGSA. Serves as the English department representative to GradGov. Attends all events and assists other Chairs with execution of events. Manages and sends all email communications from the EGSA mailbox. Is required to have a detailed familiarity with the EGSA Constitution and its procedures.

Co-Chair: Assists the Chair in holding executive board meetings. Attends all EGSA-sponsored events. Assists the Event Chair, Academic Development Chair, and Outreach Chair in the planning and execution of events. Organizes and executes EGSA elections in the spring. Is required to have a detailed familiarity with the EGSA Constitution and its procedures.

Librarian: Required to attend and take notes at all board meetings, general assembly meetings, professional development events, and academic enrichment events for the documentation of the organization. Communicates notes to the board and checks in with board members about upcoming project deadlines. Manages the English MA website and social media, promotes English research blogs, and assists students with blogs as needed.

Treasurer: Attends GradGov's treasurer training. Develops a budget for EGSA and composes and presents a budget proposal each semester at the GradGov fall and spring budget meetings. Once funding is obtained, the treasurer is responsible for disbursing the funds, keeping track of all receipts, and assisting with fund reimbursement as necessary.

Academic Development Chair: The Academic Development Chair should hold one to two events per semester to provide current MA English students with resources for their academic work as well as to build a network for their future academic and professional goals. This chair additionally spearheads the Peer Mentorship Program. First year students (the fall and spring cohort) are paired with second year students to receive guidance, counsel, and support.The mentor serves as a point of contact for mentees to ask questions about the program, as well as advice on study habits, work/life balance, resources on campus, etc. Furthermore, this position is the EGSA board representative for the Georgetown EGSA Journal (formerly Predicate), a yearly academic journal released in the Spring Semester. This chair is responsible for sending invitations inter- and extra-departmentally at Georgetown or to other schools, formulating an editorial board for revisions, and otherwise editing and compiling submissions to be published or copyrighted in the Journal. Print copies are optional and budget-willing.

Professional Development Chair: Organizes and executes two professional development seminars for graduate students on relevant topics of professional interest per academic year. Responsible for recruiting speakers (professors, professionals, other graduate students or alums, CNDLS representatives, etc.) and for sending thank you notes after the event. Plans and executes at least two social events (Folger, LofC, Museum visits, consortium events) for graduate students per semester. Sends E-mail advertisements about all events to the listserv. Clear dates with the Graduate Office and submit for approval from the EGSA Board.

Outreach Chair: Serves as point of contact for prospective students looking to apply to the MA Program, accepted students, and current first-years. This person should be ready and willing to correspond with other students via email or in-person meetings, making themselves available for answering questions, explaining program requirements/expectations, as well as giving new students a look into the daily life and logistics of being a full-time graduate student. This can mean offering insight on anything from managing workloads, on-campus jobs, funding and financial aid, housing, D.C. environment, thesis writing, and more. Refer to the Incoming Student FAQ Sheet in order to help. This person will also be responsible for amending, editing, and updating the Incoming Student FAQ Sheet as different needs/questions arise—this resource should be passed to each new Outreach Chair to utilize and contribute to as they see fit.

Conference Chair: Responsible for the planning and organization of the annual spring EGSA Conference. This includes forming and running the committee that will handle reserving a space, scheduling a date, recruiting students to present their thesis writing and/or seminar papers,

creating a timeline for presenters, booking catering, and managing all logistical support on the day of the event.

Article III: Meeting Procedures
1) Meetings will be called and scheduled by the Chair with the assistance of the co-chair. EGSA shall meet once a month or more often as needed.
2) The Chair with the help of the Co-Chair will create an agenda and email it to members before the meeting, granting time enough for check-ins from every chair and a chance for Chairs to introduce new business.
3) Any EGSA Chair can form an ad hoc committee to work on a given event or project. Ad hoc committee meetings will be called as needed.

Article IV: Elections
The nomination process will begin every March, with elections held over Spring Break.

Nomination/Election Meeting
1. The Chair will email the English graduate student body with detailed information about officer positions and solicit nominations.
2. The Chair will set a date for a formal nomination deadline.
3. The Chair will email the student body no later than two days before the nomination deadline to post the candidate list and to solicit candidate changes based on this list.
4. The Chair will email the student body on the morning of the nomination deadline and election date to post the final candidate list and open positions.
5. There will be a transition meeting roughly one month after the nomination and election meeting. During the interval between these meetings, new board members must learn about their positions from old board members. New board members will lead the transition meeting. At the close of the meeting, old board members are relieved of all duty and responsibility excepting the Best of English symposium planning and the year's *Predicate*.

Nomination/Election Process

1. A candidate is considered nominated for a position if he or she has listed said position as his or her first choice. If only one candidate is nominated, the position is considered filled by that candidate. If two or more candidates are nominated, an election for that position is held among the current board. The candidate who loses immediately becomes nominated for his or her second choice, if there are no previous nominees for that second-choice position. (Note: The Recruitment position can accommodate one or two individuals, however two individuals are only allowed if two or more individuals are nominees for that position).

2. The election process is as follows for each needed election: The nomination ballots for the two

or more candidates campaigning for the same position are given to the current EGSA board. All EGSA board members will vote based on the nomination ballot for the best candidate and submit their vote to the EGSA Chair and Co-Chair via email or in person (must be written). The votes will then be counted and the candidate chosen for their position. The successful candidate will be announced immediately.

3. If there is still an open position after all nominations and elections, the current Chair will call for self-nominations from those eligible EGSA members present. Election procedures will be followed as appropriate (Note: An EGSA member is considered eligible if he or she will be enrolled in the program through the duration of the new EGSA Board's term).

4. If there are still open positions after all eligible EGSA members have had a chance to self-nominate themselves, the duties of those positions will be divided amongst the new board members as those members see fit. Thus, by the end of the meeting all positions and duties must be accounted for.

Article V: Constitutional Amendments
Any EGSA Board Member can propose constitutional amendments at any time. The entire Board must vote on any proposed amendment. The Chair will allow as much discussion as needed for each proposed amendment. In order to become part of the Constitution, an amendment must be passed by three-quarters of the current Board.

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