Article One: Name
The name of this organization will be the Graduate English Society.

Article Two: Purpose
The purpose of the Graduate English Society (GES) will be to promote professional development of all graduate students in the English Department, facilitate participation and input to departmental committees, foster positive mentor/mentee relationships among faculty and graduate students, and contribute to community-building goals within the department. The GES will pursue these goals by sponsoring workshops, panels, a graduate student conference, and a mentoring program. Additionally, GES will promote fellowship among graduate students, alumni members, and faculty through social events.

Article Three: Membership
Voting membership will be restricted to graduate students enrolled in the Stony Brook University English Department. Participation in society activities is open to all persons with an interest in English. All sponsors and former members who are no longer graduate students will be considered alumni members and may participate in all social functions. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a military veteran or affiliate.

Article Four: Officers
1. The officers of the Graduate English Society will be as follows: (a) President/Faculty Liaison, (b) Vice President, (c) Graduate Conference Committee, (d) Secretary, (e) Treasurer, (f) Graduate Program Committee Representative, (g) Graduate Student Organization Representative(s), (h) Union Representative(s), (i) Events Coordinator, (j) MA Representative, (k) MAT Representative, (l) Web Coordinator, and (m) Budget Committee. Officer positions may be held only by graduate students enrolled in the English Department at Stony Brook University, and by students able to make the requisite time commitment to fulfill their duties. Students may hold more than one position in the GES.

   a. President/Faculty Liaison: The President will preside over GES meetings, help the Graduate Program Director recruit new students in the spring and orient new students in the fall, serve as the Faculty Liaison and attend department faculty meetings, set the calendar of GES meetings, call for agenda items and create the meeting agenda, assist the Graduate Program Director in making student mentor/mentee pairings, assist the Administrative Staff in office assignments for incoming students, observe regular meetings with both the Graduate Program Director and Department Chair, and support the other Society officers in their responsibilities. We recommend that people nominated for or nominating themselves for President consider whether other time commitments may interfere with their ability to fulfill the requirements of the job.

   b. Vice President: The Vice President assists the president with administration and reporting. Duties include: creation of meeting agenda, attending GES meetings, faculty meetings, budget committee meetings, or graduate conference meetings in place of the President, and writing an annual report of GES activity (see Article Eleven).
c. **Graduate Conference Committee**: The leadership for the annual English graduate conference are elected positions of experienced PhD students. Second- and third-year students are ideal candidates. One or more members should have served on the committee previously. As such, the tenure of a committee member may extend to two subsequent years if reelected, thus forming a base for continuous training and leadership in conference organization.

d. **Secretary**: The Secretary will keep accurate minutes of the meetings of the Graduate English Society and record information distributed by Officers. The secretary will distribute minutes to the Committee for final approval before distribution to the department listserv. Other duties may include but are not limited to distribution of general announcements, publicizing GES events, and organization of GES documents.

e. **Treasurer**: The Treasurer will keep the funds of the Graduate English Society, report the state of funds at each GES meeting, bring forward funding requests from department constituents, coordinate club and department funding applications (including signatures) to the GSO, ensuring Club status is approved within the Office of Student Activities and charge the financial coordinator(s) for the annual conference for the year concurrent with term as Treasurer.

f. **Graduate Program Committee (GPC) representative**: The Graduate Program Committee representative will serve as liaison between all Stony Brook graduate students enrolled in the English Department and the GPC. The GPC representative will represent the graduate students’ perspective and concerns at all meetings of the Graduate Program Committee, taking minutes and forwarding them to the GES Secretary.

g. **Graduate Student Organization Senators (2)**: The Graduate Student Organization senators will serve as liaisons between all Stony Brook graduate students enrolled in the English Department and the GSO. The senators will communicate student concerns to the Graduate Student Organization, and pay special attention to supporting funding requests at the meetings. At least one senator must attend all GSO meetings. The senators will take minutes at GSO meetings and send minutes to the GES secretary.

h. **Union Representative**: The Union representative will serve as liaison between all Stony Brook graduate students enrolled in the English Department and the Graduate Student Employees Union (GSEU). The representative will attend all Union meetings and communicate student concerns to the Union. The representative will take minutes at Union meetings and send minutes to the GES secretary.

i. **Events Coordinator**: The Events Coordinator will be responsible for coordinating departmental potlucks, panels, salons and other events planned by the GES.

j. **MA Representative**: The MA Representative will serve as a liaison between the GES and the English Department MA and MAT program, promote the interests of MA and MAT students within GES activities, and promote GES activities among MA and MAT students.
k. **MAT Representative**: The MAT Representative will serve as a liaison between the GES and the English Department MAT program, promote the interests of MAT students within GES activities, and promote GES activities among MAT students. This position is based on availability of MAT students and will be filled by the MA Representative if no officer is nominated.

l. **Web Coordinator**: The Web Coordinator will update and maintain Blackboard Group content and GES social media, add new students to the blackboard group, add new students (PhD and MA) to the department listserv, update content on the GES Web page, and update PhD student online profiles.

m. **Budget Committee**: At the discretion of the GES Treasurer, the budget committee will provide assistance on select GES-related financial matters throughout the academic year. Such responsibilities may include, but are by no means limited to, the Treasurer’s composition of the GSO budget proposals at the beginning of the fall semester, as well as his record-keeping of all Graduate Conference-related expenses/reimbursements. To ensure that this committee represents the interests of all GES members equally, its membership will ideally comprise at least one student in the MA/MAT program, one PhD student in coursework, and one student who is ABD. The number of budget committee members will be determined on an annual basis based on the needs of the Graduate English Society. The committee will meet at least once a semester, whether in person or by video or phone conference. Before each budget committee meeting takes place, they must send advanced notice to the Graduate Student Listserv inviting any interested members to attend. It is strongly recommended that the GES Treasurer for the following year will be selected from the current group of budget committee members.

2. Officers will be enrolled as full time Stony Brook University graduate students in the English Department.

3. Elections will be held annually during the Spring semester. See Article Six.

4. Vacancies in any office may be filled at a regular or special meeting by a majority vote of the attending members.

**Article Five: Meetings**

1. Meetings will be announced by the President of the Graduate English Society. Meetings shall be held monthly.

2. Special meetings may be called by the officers of the Graduate English Society, any voting member, or sponsor in order to conduct special business.

3. The business of the society will be conducted by a vote of the majority of the members in attendance at the meeting.

4. Meeting will be conducted in a manner associated similar to Robert’s Rules of Order: The Agenda shall be provided that outlines the information, discussion, action and report items of the GES,
action items failing to meet consensus quickly will be tabled for a designated later discussion period, and returned at the subsequent convening of the GES for a vote. The president shall call the meeting to order, preside over the agenda, and call the meeting to a close. Voting items require a motion, a second, and then a full vote of the society members present.

5. The annual events calendar should be set at either the first or second Fall meeting of the GES. Panel and event topics should be finalized as soon as possible thereafter and a calendar published to the department by the end of September.
   a. Fall Semester Events can include:
      i. Professionalization Panel (September)
      ii. Salon (September/October)
      iii. Program Panel: e.g. General Exams (October/Early November)
      iv. Fall Potluck (Mid/Late November)
      v. Salon/social (December)
   b. Spring Semester Events can include:
      i. Professional Panel
      ii. Program Panel: e.g. Dissertation Prospectus (February)
      iii. Spring Potluck (March)
      iv. Salon/social (April/May)

6. Items requiring GES approval include:
   a. Budget requests and reports, including student requests to the Kahana fund, graduate conference budgets, and budget allocations for club and department funding
   b. Professionalization panel topics
   c. Event dates

Article Six: Elections
1. Elections will be held annually during the final GES meeting of the Spring semester. All offices will be elected by a majority vote to serve the following academic year. Nominations will be open. The election will proceed as follows:
   a. Requests for nominations will go out one week before the final Spring GES meeting.
   b. Nominations will be heard, declined or accepted, and seconded at the final GES meeting.
   c. Uncontested nominations will be announced via the listserv for a passive voting approval. The president will announce the nomination and second for each position, and after a period of one week, absent any issues of contest or protest, the voting period will close, and the nominated individual will assume her/his role within the GES on July 1.
   d. Positions that have more than one nominee will require an active election. The president will announce each of the nominations and seconds for those positions to the listserv, and will observe a voting period of one week through an electronic voting site such as surveymonkey.com. After one week, the voting period will close and the candidate with the most votes will assume her/his leadership role on July 1.

2. Vote of no-confidence or resignations: GES officers unwilling or unable to attend their responsibilities may be replaced by a resignation and subsequent election or, if absolutely necessary, a vote of no-confidence and subsequent election. Special elections can occur at any time, and will be administered as described above. Any member of the society can move for a vote
of no-confidence. A motion for a vote of no-confidence will prompt a vote at the following regular or special meeting of the GES. Alternatively, the GES president may deviate from this practice, and administer an electronic vote or other mechanism as necessary.

**Article Seven: Affiliations**
The Graduate English Society has no affiliation with any other local, state, or national organization.

**Article Eight: Graduate Conference**
1. The Graduate Conference Committee shall designate a theme, date, and keynote speaker for the organization’s annual conference.

2. The Graduate Conference Committee shall determine conference costs, submit a budget to GES for approval by majority vote, and work with the treasurer to pay conference expenses. The Graduate Conference Committee will make a financial request presentation to the GSO Budget Committee meeting during the Fall semester to request conference funds. They will also work with the Treasurer to create the budget proposal slide that will be presented to the GSO Budget Committee. The GSO meeting schedule is published at http://sbgso.org/, and the slide format appended to the constitution.

3. Once elections and appointments have occurred during the Graduate English Society’s last meeting of the regular academic year, the incoming Conference Committee should immediately begin work for the coming year’s conference.

4. The Graduate Conference Committee will ensure that conference events include an activity named for or designated by the Kahana Memorial fund to honor deceased student Anne P. Kahana and the family members who provided the original resources of the Kahana Fund.

5. The Graduate Conference Committee will close the financial obligations of the conference responsibly, ensuring that all donations from departments are processed through Department Administration and deposited into the Kahana Memorial Fund, GSO funding is likewise redeemed via receipt submission, and any additional funds from faculty donations or collected registration fees are deposited in the conference fund.

**Article Nine: Advisor**
The Director of Graduate Studies of the English Department will serve as the advisor for the Graduate English Society.

**Article Ten: Amendments**
1. This constitution may be amended at officer meetings at which a minimum of four officers are present.

2. An amendment may be submitted by any active member, officer, or advisor in writing to the President of the Graduate English Society and may be passed by a majority vote of officers in attendance.
Article Eleven: Yearly Summary
The Vice President will prepare a brief yearly summary to be presented at the final meeting of the academic year. The summary may include information obtained from the other officers about significant happenings as it pertains to events, budget, or organizational matters during the academic year. Especially notable will be changes of previous protocol and long-term goals, in order to provide the next officers with functional operating procedures and recent as well as extended history. The summary should be reviewed by the President before presentation. It will take the form of a document of no more than one page. The document will be included with the minutes of the final meeting, saved on the Google Docs folder, and available upon request.