

Charter of the English Graduate Students' Society

Université de Montréal

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Preamble

Université de Montréal's English Graduate Students' Society (EGSS) is a non-profit organisation dedicated to supporting and promoting the needs and concerns of the English graduate student body in the Département d'études anglaises at Université de Montréal, as well as to fostering a sense of community within the department. We represent the interests of these graduate students at department meetings and act as the link between students, faculty and the rest of the Université de Montréal student community.

Throughout the year, we host several social events, including a meet and greet reception for new students in September, various parties and outings, as well as the annual graduate student conference in the spring.

§1 Affiliation

1. EGSS is affiliated to the Fédération des Associations étudiantes du campus de l'Université de Montréal (FAÉCUM).

§2 Membership

1. All graduate students in the Département d'études anglaises can be members of EGSS, provided they pay a contribution to the association. The contribution is usually comprised in the total amount of the UdeM income for tuition. Membership is not mandatory and EGSS will reimburse any student who wishes to revoke their membership.

2. All members have a right to vote in assemblies and elections held by EGSS. Equally, all members have the right to participate in the activities organised by the association and to benefit from all services offered by EGSS.

3. All members are eligible to run for executive positions. The positions of M.A. representative and PhD representative must be filled by an M.A. student and a PhD student, respectively.

§3 The Executive Committee

1. All members of the executive committee must be members of EGSS. They must be committed to pursuing the objectives of the association and they must participate in monthly meetings.

2. The members of the executive committee are elected by the members of EGSS in a general assembly at the end of winter term, usually April. The outgoing and incoming executives will share responsibilities in a transition period for the month of May (starting on May 1), in which

outgoing executives should train incoming executives. Ultimate decision-making responsibility rests with the incoming executive.

2.1 If the number of candidates is insufficient to fill all positions, a member can hold more than one position.

2.2 Two persons can share a position (e.g. two co-presidents) if the elective body feels that a shared position would benefit the society.

3. As elected representatives, the members of the executive committee have the authority to conduct the day-to-day matters of the association and to speak on behalf of the student body.

3.1. This authority includes the authority to use membership fees and other monies allocated to the EGSS for all legitimate purposes of the society, including but not limited to speakers' series, social events, professional organization fees, and colloquia.

3.2 This authority includes the responsibility to advocate EGSS membership's concerns at FAECUM meetings and at departmental meetings, through the FAECUM representative and the M.A. and PhD representatives, respectively.

4. Extraordinary concerns are debated with the members of the association in extraordinary general assemblies (EGAs). Procedures for the calling of EGAs are in §14.

5. The term of office of executives shall be from the beginning of Spring semester following elections to the end of the next Winter semester.

6. The executive committee meets on a monthly basis, unless the organisation of an event or any other matter falling into its responsibilities requires otherwise.

6.1. All members are responsible for attending committee meetings. Any member who misses 3 consecutive meetings without reasonable excuse will be deposed of their functions.

6.2. The meetings are open to all members of the society, although the executive committee is not required to announce its meeting to all members. Members of the society who are not part of the executive committee do not have a right to vote at the executive meetings.

6.3. A simple majority of executives may vote to make a meeting in camera. Non-executive members of the society, except those invited to attend in camera meetings, may not attend in camera meetings.

7. The executive committee or a general assembly may remove from office a member of the executive committee in cases of gross misconduct.

7.1. In the case that the executive committee decides to remove one of its members from office, three-quarters of the executive must vote in favour of the deposition for it be effective.

7.1.2. The executive committee is empowered to appoint a temporary replacement for a member removed from office until such a time as an election may be held.

7.2. . In the case that the general assembly decides to remove one of its members from office, three-quarters of the general assembly must vote in favour of the deposition for it to be effective.

7.2.1. The executive committee is empowered to appoint a temporary replacement for a member removed from office until such a time as an election may be held.

8. The executive committee has the power to strike sub-committees, which may include non-executive members, in order to conduct the business of the society.

§4 President

1. Duties: The President calls executive committee meetings (which occur once a month, except in extraordinary circumstances) and general assemblies.

2. The president will chair both executive meetings and general assemblies.

3. The president and the treasurer are co-signers of the EGSS bank account. Cheques cut by the treasurer must be approved by the president and the rest of the executive committee.

4. In consultation with the other executives and the membership of EGSS, the president is the chief spokesperson for EGSS membership.

5. It is ultimately the president's responsibility to ensure, in conjunction with and with the cooperation of the other executives, the harmonious and successful operation of EGSS activities.

6. The president is a holder of:

- one of the two debit cards linked to the EGSS BMO bank account. The other holder is the treasurer.
- a mailbox key;
- a key for the EGSS association room.

7. The president must assist the ACCUTE representative and the Director of the Department in the filling out of the annual ACCUTE survey.

8. The president's duties should normally take three to four hours per week.

9. If the president is incapacitated, the vice-president assumes the president's role as acting president.

§5 Vice-President

1. Duties: The vice-president attends executive committee meetings (which occur once a month, except in extraordinary circumstances)). The vice-president assists the president and may replace the president if the president cannot be present at an event or meeting.

2. It is the vice-president's responsibility to contribute to, in conjunction with and with the cooperation of the other executives, the harmonious and successful operation of EGSS activities.

3. The vice-president's duties should normally take two to three hours per week.

§6 Conference Chairs

1. Duties: At least two conference chairs prepare the EGSS annual conference call for papers that are circulated (by sending it to UPenn and other listservs). There must also be a keynote speaker who can address the themes outlined in the call. The success of the conference chairs depends on its cooperation with the committee, as well as teachers. The department asks that at least one of the co-chairs be a PhD student (although there may be exceptions).
2. At least two conference chairs will be elected along with the other members of the executive.
3. It is the responsibility of the conference chairs to organize, plan and execute an annual graduate student conference, usually in Winter semester.
 - 3.1. Among these preparations, the conference chairs must (1) agree on a theme for the conference; (2) create and widely circulate a call for papers (by sending it to UPenn and area universities, etc.); (3) invite a relevant keynote speaker.
4. The conference chairs must publicize the conference in the department and ensure an adequate number of internal submissions (i.e., submissions from EGSS members).
5. The conference must be held at Université de Montréal.
6. At least one of the co-chairs must be a PhD student.
 - 6.1. If no PhD student manifests interest in the position, the conference chairs may be exclusively M.A. students.
7. The conference chairs must attend the annual conference.
8. The duties of the conference chairs normally require one hour a week before the submissions deadline, with increasing time commitments leading up to and during the conference.

§7 Treasurer

1. Duties: The Treasurer manages the finances and annual budget of the EGSS.
2. After annual elections and in consultation with the president, the treasurer will set up an appointment with the EGSS account manager at Bank of Montreal to register the new signatories on the account.
3. The treasurer will cut cheques to reimburse executives or other members who make purchases on behalf of the EGSS. All purchases must be certified by an official receipt. Reimbursement will only take upon reception of the receipt by the Treasurer.
4. The treasurer is responsible for keeping EGSS financial records updated and in good order.
5. The treasurer is responsible for collecting membership fees and depositing them. Membership fees will be disbursed by the Service aux étudiants in the form of a cheque delivered to the EGSS mailbox.
6. The treasurer is responsible for registering the new executive members with the Registraire des entreprises.
7. The duties of the treasurer normally require three to four a month.

§8 Secretary

1. Duties: The secretary is responsible for attending executive committee meetings and general assemblies, for taking minutes at these meetings, and for maintaining a record of the minutes of all official business.

2. The secretary will forward the minutes to the webmaster to be posted on the EGSS website.
3. The secretary may also be involved in other aspects of the society.
4. The secretary's duties normally require two to four hours a month.

§9 PhD Representative

1. Duties: The PhD representative is the spokesperson for PhD students at departmental and executive committee meetings. The PhD representative must attend both departmental and executive committee meetings.

1.1. The PhD representative may appoint a substitute if the PhD cannot attend one or the other meeting. Preference ought to be given to the MA representative.

2. The PhD representative serves as a liaison between EGSS and the department, relaying up-to-date information and concerns from each group to the other, always promoting the interests of the members of the society.
3. The duties of the PhD representative should require two to three hours per month.

§10 MA Representative

1. Duties: The MA representative is the spokesperson for MA students at departmental and executive committee meetings. The MA representative must attend both departmental and executive committee meetings.

1.1. The MA representative may appoint a substitute if the MA cannot attend one or the other meeting. Preference ought to be given to the PhD representative.

2. The MA representative serves as a liaison between EGSS and the department, relaying up-to-date information and concerns from each group to the other, always promoting the interests of the members of the society.
3. The duties of the MA representative should require two to three hours per month.

§11 The ACCUTE representative

Duties: The ACCUTE representative stays informed of the happenings with ACCUTE and transmits relevant information, such as the newsletters and updates regarding the conference, to the graduate students, usually through email. ACCUTE representative may attend the ACCUTE conference although it is not mandatory. The ACCUTE representative is also responsible for completing the ACCUTE graduate student caucus survey. Filling out the survey requires the President of EGSS, secretary and director of the department to work in collaboration.

1. Duties: The ACCUTE representative is responsible for registering EGSS with ACCUTE, paying membership fees (to be reimbursed by the society), and relaying information from ACCUTE to the members of EGSS.

2. The ACCUTE representative is responsible for completing the ACCUTE graduate student caucus survey.

2.1. The ACCUTE representative shall work with the President and the Director of the Department to successfully complete the survey.

3. The ACCUTE representative may attend the ACCUTE conference, although it is not mandatory.

3.1. Should the ACCUTE representative decide, in conjunction with the Executive, to attend the ACCUTE conference, the Executive shall defray a reasonable proportion of travel and lodging expenses, if funding permits.

4. The duties of the ACCUTE representative require three to four hours per month.

§12 FAÉCUM Representative

1. Duties: The FAÉCUM representative is the primary spokesperson for the interests of the members of EGSS at meetings of FAÉCUM and the liaison between FAÉCUM and EGSS, keeping EGSS up-to-date on the activities of FAÉCUM.

1.1. The FAÉCUM representative must attend the Conseil Central (CC) meetings, usually held every three weeks on Wednesday.

1.2. The FAÉCUM representative must attend extraordinary meetings (conseils extraordinaires) of FAÉCUM.

1.3. The FAÉCUM representative may attend the annual FAÉCUM congress held during a weekend at the end of March.

1.3.1. The executive may appoint a second delegate to the congress.

2. The FAÉCUM representative must be able to speak French in order to properly advocate for the interests of EGSS' membership at FAÉCUM meetings.

3. The FAÉCUM representative's duties normally require five to six hours per month.

§13 Communications officer(s)

1. Duties: The communication officer(s) is/are responsible for managing, maintaining and updating the EGSS website, Facebook page and Twitter.

1.1. The management, maintenance and updating of EGSS's communications include sharing events and posting meeting minutes on the website. (Minutes shall be forwarded by the secretary.)

2. The communications officer(s) is/are the administrator(s) of the executive listserv and the EGSS's student listserv and shall be responsible for keeping the subscription lists up to date each semester during the school year.

2.1. The updated mass e-mail address shall be obtained by the communications officer(s) from the TGDE at the beginning of each semester (Fall, Winter, Spring).

3. The responsibilities of the communication(s) officers should require one to two hours per week.

§14 General Assemblies

1. General assemblies (GAs) are deliberative and decision-making bodies composed of all members of the EGSS.

2. There are two kinds of general assemblies: annual general assemblies (AGAs) and extraordinary general assemblies (EGAs).
3. General assemblies possess all the powers of the executive committee and are empowered to overrule decisions of the executive committee.
4. The AGA serves to:
 - a. elect the executive committee (see next section);
 - b. decide any other business the members deem necessary.
 - 4.1. The AGA shall be held at the end of Winter term every year, usually the end of April.
5. EGAs serve to:
 - a. adopt, amend or abrogate the present constitution;
 - b. rule over extraordinary affairs of the society, including but not limited to student strikes or boycotts or other affairs brought to the society by FAECUM, the Department, the members, or other associated bodies.
 - 5.1. EGAs may be called at the discretion of the president, the executive committee (through a vote), or upon reasonable request made by at least 5% of members.
6. Quorum for GAs shall be set at 10% of EGSS membership, including at least two members of the executive.
 - 6.1. The executive committee will organize the logistics of GAs. It will inform the membership of upcoming GAs via e-mail and posters in the department at least one week (7 days) in advance of the meeting. Promotional materials must include the time, date, location and agenda of the GA.
 - 6.2. The president shall prepare an agenda for the GA.
7. To alleviate proceedings, GAs may take the form of round-table discussions. If need be, *the assembly may refer to code Lespérance*. Decisions are to be taken by preference by consensus.
 - 7.1. If consensus cannot be reached within a reasonable amount of time or if the assembly reaches a consensus to vote, a hand vote may take place.
 - 7.2. Upon the request of any member, a secret vote may take place instead of a hand vote.
 - 7.3. In the case of a vote, a simple majority (50% + 1) will suffice to make decisions.
8. The president shall preside GAs as a non-voting member.
 - 8.2. In the case that voting has been selected as the decision-making procedure and the vote results in a tie, the president shall cast the tie-breaking vote.
9. Proxy votes are not allowed during general assemblies, unless a two-thirds majority of members present agree to suspend the present clause.

§15 Electoral procedures

1. Elections are held at the annual general meeting of EGSS.

2. Any member in good standing of the society is eligible to run for any of the positions outlined above.

2.1. In the case that an insufficient number of candidates presents itself, a member may run for more than one position.

2.2. The election of executive committee members shall take place by secret paper ballot at the AGA. The outgoing president and vice-president shall be responsible for counting ballots, except in the case that one or the other is running for election for the same or another position, in which case the executive committee shall appoint a non-candidate to count ballots.

2.3. In case of a tie, there shall be a second round of voting.

3. As outlined above, after the election, the outgoing executive committee will train the incoming executive committee during a month-long period of transition.

3.1. Each executive is responsible for drafting a detailed exit report in which the duties of the executive are explained, as well as any other pertinent information.

4. In the advent of a resignation or a deposition, the executive committee can temporarily appoint a member until the vacant position is filled by election.

§16 Amending the constitution

1. At an AGA or an EGA, the constitution may be amended by a three-quarters majority of members attending.

1.2. Proposed constitutional amendments must be circulated in advance of an AGA or an EGA, following the same stipulations above.