

CONSTITUTION OF THE ASSOCIATION OF ENGLISH GRADUATE  
INSTRUCTORS AND STUDENTS AT SOUTHERN ILLINOIS  
UNIVERSITY CARBONDALE  
Revised: September 2013

**PREAMBLE**

Purpose – To gain professional development skills while fostering a strong community among English graduate students and graduate assistants; to encourage collaboration and academic, professional, and creative development among its members; to represent the graduate student population's interests in the Department of English, the campus community, and the general community.

**ARTICLE I – NAME**

Association of English Graduate Instructors and Students (AEGIS)

**ARTICLE II – MEMBERSHIP**

1. Graduate students in the Department of English (with or without assistantships), as well as graduate students in other departments who carry assistantships in the Department, are considered to be members.
2. No dues shall be required, nor shall participation be expected of the general membership.
3. Membership is defined simply to determine who is eligible for special funding (when available) and for voting privileges.

**ARTICLE III – OFFICERS**

1. President
  - a. Shall oversee all meetings and programs.
  - b. Shall represent the organization to the university community, including volunteer projects designed to promote the general welfare.
  - c. Shall establish committees and activities and appoint committee members as needed.
  - d. Shall attend mandatory training at Student Development.
2. Vice President
  - a. Shall assist the President.
  - b. Shall serve as President in the absence of the elected President.
  - c. Shall maintain the organization's website and email listserv.
3. Secretary
  - a. Shall take minutes at each meeting, or appoint a proxy to do so.
  - b. Shall distribute minutes of meetings via the AEGIS email listserv.

4. Treasurer/Fundraiser
  - a. Shall maintain an accurate record of available funds and make timely deposits into the appropriate University accounts.
  - b. Shall coordinate all fundraising activities.
  - c. Shall secure the funds for the Outstanding Graduate Teaching Assistant Award from our account at Student Services and make arrangement with the Department's Fiscal Manager for dispersal.
  - d. Shall attend mandatory training at Student Development.
  
5. Awards Coordinator
  - a. Shall assist the department in coordinating the Outstanding Graduate Teaching Assistant Award.
  
6. Events Coordinator
  - a. Shall organize professional development events in conjunction with Graduate Studies, including an annual symposium and/or conference.
  - b. Shall work closely with the Treasurer/Fundraiser and the Awards Coordinator to plan for necessary funding of events, including awards presented at the year-end Departmental Awards Reception.
  - c. Shall work closely with the Awards Coordinator to ensure that the Outstanding Graduate Teaching Award is organized and an award certificate is prepared.
  - d. Shall organize and distribute any advertising materials for AEGIS events.
  - e. Shall attend mandatory training at Student Development.
  
7. Social Coordinator
  - a. Shall coordinate social events to be held both on- and off-campus.
  
8. Policy Committee Representative
  - a. Shall represent AEGIS at Policy Committee meetings in the Department of English.
  
9. Graduate Studies Committee Representative
  - a. Shall represent AEGIS at Graduate Studies Committee meetings in the Department of English whenever the Graduate Studies Director requests his or her presence.
  
10. Writing Studies Committee Representative
  - a. Shall represent AEGIS at Writing Studies Committee meetings in the Department of English.
  
11. First-Year Representative
  - a. Shall query the first-year graduate students and teaching population as to its needs and report as necessary to the President.
  - b. Shall assist the President in developing workshops to help acclimate new teachers and students to the Department, to SIUC, and to the community.
  - c. Shall serve as the liaison between the AEGIS committee and the first-year graduate assistant population, especially non-teaching graduate students.
  - d. This position may be held by up to three (3) first-year graduate assistants during any given academic year.

## **ARTICLE IV – ELECTIONS**

1. Elections shall occur during the spring semester of each academic year to choose officers for the subsequent academic year.
2. Eligibility for office shall be:
  - a. Member of the Department of English, either as a graduate assistant or as a graduate student.
  - b. A graduate assistant or a graduate student in good academic standing.
3. A one-week nomination period will occur. Eligible AEGIS members will submit nominations to the current AEGIS committee. The current President will then contact nominees so they may confirm or reject their nominations.
4. Once nominees are confirmed, ballots will be created and placed in the English Department's mailroom. Eligible members will have one week to complete ballots and place them in a sealed box in the English Department mail room. The current AEGIS Secretary will count the ballots and verify the results. Results will be conveyed to the membership via the AEGIS listserv.
5. Elections for the First-Year Representative(s) will be held during the first meeting of the following fall semester.
6. Elections for the Committee Representatives will be held during the first meeting of the following fall semester.
7. If positions are unfilled during the voting in the spring, nominations for any vacant positions will be taken and elections for these positions will occur during the first meeting of the following fall semester.
8. In the event of vacancies during the year, notification will be sent via the AEGIS listserv, and individual members may nominate themselves for vacant positions, or be recruited by the President. Vacancies must be filled within one month.

## **ARTICLE V – MEETINGS**

1. Regular, required meetings will occur no fewer than five (5) times in a given semester, and not more often than fifteen times (15), so as to protect the voluntary aspects of these positions.
2. A minimum of three committee members must be present for a meeting to be held.
3. The advisor and/or the President may call special meetings. Members shall be given fair and adequate notice of special meetings whenever possible. No more than three (3) special meetings may be called during a given semester.
4. All AEGIS members are welcome to attend meetings at any time. Guests are also welcome.

## **ARTICLE VI – AMENDMENTS**

Requirements for the adoption of new amendments to the constitution shall be as follows:

1. No amendment shall be in conflict with University rules and regulations.
2. All amendments must be passed by 75% of those participating in the vote.
3. Voting will be conducted during an open meeting.
4. Members shall be informed of issues at least one week before voting takes place, and discussion will remain open during the voting period.
5. The current AEGIS advisor must approve all amendments.