

# **THE CONSTITUTION OF THE ENGLISH GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF OTTAWA**

## **ARTICLE 1: DEFINITIONS**

- 1.1. English Graduate Students' Association** – hereafter referred to as the EGSA; being the Association whose membership consists of all registered graduate students at the Department of English and the Executive Members
- 1.2. Constitution** – the Constitution of the EGSA which governs the affairs thereof
- 1.3. Executive** – pertaining to an Executive Member of the EGSA
- 1.4. Member** – pertaining to a general member of the EGSA within the Department of English
- 1.5. Department** – pertaining to the Department of English
- 1.6. Faculty** – being the Faculty of Arts
- 1.7. University** – being the University of Ottawa
- 1.8. GSAÉD** – being the Graduate Students' Association Des Étudiants Diplômés of the University of Ottawa
- 1.9. Graduate Chair** – of the Department of English
- 1.10. Graduate Director** – of the Department of English

## **ARTICLE 2: THE ASSOCIATION, ITS FUNCTIONS AND RESPONSIBILITIES**

- 2.1** The name of the Association, previously known as the Graduate Students' Association of the Department of English, shall now be English Graduate Students' Association, also abbreviated as the EGSA
- 2.2.** The EGSA will work as leaders of the student body within the Department and foster collaborative, diverse and inclusive relations between its members
- 2.3.** The EGSA will provide a forum for the discussion of issues pertaining to the academic pursuits of the graduate students of the Department
- 2.4.** The EGSA will be the primary liaison between the graduate students, the Graduate Chair; Graduate Director; the Department, as well as the Faculty, GSAÉD, and CUPE2626.
- 2.5.** The EGSA will work collaboratively with the Graduate Chair, Graduate Director, and the Department to resolve any issues and conflicts raised by members of the Association, ensuring fair and just treatment for all members based on the protected grounds of Ontario's Human Rights Code

**2.6.** The EGSA will plan and promote a graduate students' conference and various other social, professional, and academic initiatives throughout each academic year to support and cater to the needs of its members

**2.7.** The EGSA will provide graduate student representation at Departmental, GSAÉD, and CUPE2626 meetings and assemblies, as well as those of any organization whose proceedings would be of relevance to the EGSA, such as the Faculty. The EGSA Executives will share the relevant information of such proceedings with all its members

**2.8.** The EGSA will ensure that graduate students' input is voiced when Departmental changes are made to existing curriculums, including, but not limited to, any changes to offered programs, courses and doctoral examinations

**2.9.** The EGSA will additionally advocate on the behalf of graduate students in any other capacity and for any other cause deemed appropriate by its members.

**2.10.** The membership of the EGSA is comprised of all graduate students registered with the Department of English at the University of Ottawa, both full and part time, including those on leave or residing outside of Ottawa and not regularly present on campus. However, students on leave or residing outside of Ottawa and not regularly present on campus will not be included in the membership roll for quorum purposes. The exact membership will be determined through the Secretary of the Department at the beginning of each semester.

**2.11.** General meetings of the EGSA will be held according to need and will be called by the Executive team upon the request of any member. At least one week's notice is required prior to the general meeting. Such a notice will be circulated by e-mail. A general meeting may be held in-person, online or in hybrid format as deemed appropriate by the Executive team.

**2.12.** The elections of a new Executive team will be held at the beginning of each school year in either September or October. The elections may be held during a general meeting or through online polling. The EGSA will be registered with GSAÉD once election results have been finalized.

**2.13.** Voting at general meetings will be by show of hands unless otherwise requested by a member.

**2.14.** A quorum in a general meeting will be one quarter of the membership of the EGSA.

**2.15.** The Executive team will consist of a minimum of three members and a maximum of nine members who will share all executive responsibilities and powers, except with regard to signing authority. A full list of Executive roles and responsibilities is attached to this Constitution as "Appendix A."

**2.16.** In addition to the Executive team, an annual Conference Committee will be appointed consisting of a minimum of two members and a maximum of five members. A full list of Committee roles and responsibilities is attached to this Constitution as “Appendix B.”

**2.17.** The Conference Committee will have general autonomy in the arrangement of the annual Conference but will receive guidance from and defer final judgement in all matters pertaining to the Conference to the Executive Team.

**2.18.** All funds of the EGSA are to be used for the benefit of the membership at large. All financial records for a preceding seven year period as well as other records essential for the operation of the executive will be maintained and available for inspection by any member on demand.

**2.19.** Constitutional amendments, the replacement of Executives and their impeachment may be conducted through votes taken either at a general meeting or through the collection of signatures or online polling. In such matters, a quorum will be two thirds of the membership of the EGSA, respecting the exceptions noted in section 2.10. of this Constitution.

The above Amended Constitution is hereby adopted on the 1st day of September, 2025.

The undersigned Executive Members attest to the collection of signatures required for amending the Constitution.


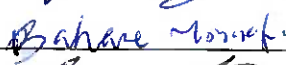

Polina Svadkovskaia (President & Treasurer)

Bahare Yousefi (Vice - President)

Claire Granum (Secretary)

Amy Peters (MA Representative)

Ashley Fernando (CUPE2626 Representative)

  
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## Appendix A

EGSA	COMMITTEE ORGANIZATION
Member Title	Responsibilities
President	<ul style="list-style-type: none"> <li>● Presides over monthly meetings</li> <li>● Coordinates efforts within the different departmental and faculty groups</li> <li>● Attends Faculty of Arts GSA meetings</li> <li>● Holds other members accountable for their work</li> <li>● Is responsible for financial overseeing</li> <li>● Is responsible for the elections process</li> </ul>
Vice President (should this position be vacant, these responsibilities will be distributed to other members)	<ul style="list-style-type: none"> <li>● Communicates with students regarding ACCUTE (ACCUTE membership required)</li> <li>● Fills out ACCUTE's annual survey on behalf of grad students</li> <li>● Organizes two or more sessions of work-in-progress talks throughout the academic year</li> <li>● Ensures grad participation as presenters and attendees</li> <li>● Is responsible for Weekly Coffee Hour</li> <li>● Organizes beginning and end of term events, and any other events the EGSA decides to organize on behalf of students</li> <li>● Collaborates with other positions for events</li> </ul>
Treasurer & Conference Committee Liaison	<ul style="list-style-type: none"> <li>● Is responsible for the finances of the association</li> <li>● Is in charge of payments, accounts, cards and statements</li> <li>● Signatory on EGSA bank account: this duty falls to the treasurer by default. However, there needs to be two signatories on the account. Should the treasurer be a PhD student, the second signatory needs to be an MA student and vice versa.</li> <li>● Manages yearly and events' budgets</li> <li>● Manages the annual conference budget</li> <li>● Assists to put together the conference organizing committee</li> <li>● Shares Conference Step-by-Step document and keeps Conference Committee accountable</li> </ul>
Secretary/Communi- cations Officer	<ul style="list-style-type: none"> <li>● Records minutes from EGSA meetings and ensure their proper archiving</li> <li>● Is responsible for setting meeting times</li> <li>● Puts together and distributes mental health resources</li> <li>● Organizes the peer wellness posts and sessions</li> <li>● Maintains active social media accounts (Instagram, Discord, Facebook, etc.)</li> <li>● Circulates monthly newsletter to students which contains event information, department meeting notes, and notable occurrences on campus, in the faculty, or in the department</li> </ul>
PhD Student Representative	<ul style="list-style-type: none"> <li>● Represents PhD students and actively reaches out to constituents</li> <li>● Signatory on EGSA bank account (unless the treasurer happens to be an PhD student; then signatory duty passes to MA Representative)</li> <li>● Liaises between students and the EGSA</li> </ul>

	<ul style="list-style-type: none"> <li>• Attends monthly Department meetings and represents grad students' interests. Should no PhD representative be available to undertake this duty, it will pass to another executive committee member based on availability. There needs to be two EGSA representatives at Department meetings as the EGSA is entitled to two (2) votes.</li> <li>• If asked, represents students in hiring and grad committees</li> <li>• Attends monthly Dept. meeting and represents grad students' interests</li> <li>• If asked, represents students in hiring and grad committees</li> </ul>
MA Student Representative	<ul style="list-style-type: none"> <li>• Represents and reaches out to MA students</li> <li>• Liaises between MA students and the EGSA</li> <li>• Signatory on EGSA bank account (unless the treasurer happens to be an MA student; then signatory duty passes to PhD Representative)</li> <li>• Attends monthly Department meetings and represents grad students' interests. Should no MA representative be available to undertake this duty, it will pass to another executive committee member based on availability. There needs to be two EGSA representatives at Department meetings as the EGSA is entitled to two (2) votes.</li> <li>• If asked, represents students in hiring and grad committees</li> </ul>
GSAED Representative	<ul style="list-style-type: none"> <li>• Acts as GSAED representative and facilitates outreach in the department</li> <li>• Voices ENG student concerns and positions in GSAED board meetings (with the option to join GSAED subcommittees)</li> <li>• Shares resources to support graduate students and raises awareness for grad students' rights</li> <li>• Collaborates with other EGSA positions to organize and run events</li> </ul>
CUPE Representative	<ul style="list-style-type: none"> <li>• Acts as CUPE rep and outreach in our department</li> <li>• Member of CUPE Steward Council meetings and voice our concerns and positions</li> <li>• Serves as a resource and point of contact for any members with concerns about their rights and, CUPE benefits, or services</li> <li>• Collaborates with other positions for events</li> </ul>

## Appendix B

CONFERENCE	COMMITTEE ORGANIZATION
Member Title	Responsibilities
Chair (s) (up to 2)	<ul style="list-style-type: none"> <li>● Schedules bi-weekly meetings to keep committee accountable</li> <li>● Designs, prints, and posts advertising for the conference</li> <li>● Designs, prints, and circulates conference schedule</li> <li>● Connects conference committee to EGSA for updates</li> <li>● Advertises conference in classes and amongst peers for participants and attendees</li> <li>● Visit professors to seek out participation and moderators</li> <li>● Reviews submissions to evaluate possible participants</li> <li>● Attends EGSA meetings to stay up-to-date, regularly ask for help, and check in</li> </ul>
Financial Officer	<ul style="list-style-type: none"> <li>● Manages conference finances</li> <li>● Takes notes in all meetings and shares those notes with all members afterwards</li> <li>● Keeps track of purchases and reimbursement</li> <li>● Applies to funding opportunities (CUPE, Faculty of Arts, Department of English, Student Experience Fund, GSAED, etc.)</li> <li>● Schedules panels with Technology Manager</li> <li>● Coordinates with EGSA Treasurer</li> </ul>
Hospitality Liaison	<ul style="list-style-type: none"> <li>● Arranges any hotel stays if necessary</li> <li>● Welcomes out-of-towners and arranges transportation</li> <li>● Organizes social event</li> <li>● Plans and purchases refreshments (coffee, tea, snacks, breakfast, lunch, etc.) for the weekend</li> <li>● Cleans up and restocks refreshment station as needed</li> </ul>
Communications Officer	<ul style="list-style-type: none"> <li>● Schedules virtual panels and participants with Treasurer &amp; Secretary</li> <li>● Books, collects, sets up, and is responsible for the OWL Cam</li> <li>● Regularly advertises event on uPenn and through university secretaries (ex. English Departments at Carleton, McGill, Queens, etc.) and uOttawa Departments (ex. Feminist &amp; Gender Studies, Medieval Studies, Social Sciences, etc.) to encourage submissions</li> <li>● Manages conference email and organizes submissions for review by Chair(s)</li> </ul>
Group Responsibility  to be addressed in bi-weekly meetings	<ul style="list-style-type: none"> <li>● Review submissions and send out acceptance, edit requests, and rejections</li> <li>● Organize panels based on common topics and themes</li> <li>● Delegates outreach based on class schedule, supervisors, outside department affiliation</li> <li>● Brainstorm social event, keynote speakers, panel titles, documentational designs for posters &amp; schedules</li> </ul>