# National Council of English Teachers



# Conference on English Education

# Graduate Student Affiliate

# CEE-GSA

#### PREAMBLE

We the members of National Council of English Teachers Conference on English Education-Graduate Student Affiliate (CEE-GSA), in order to provide a form of representation within the English Education Department of the College of Liberal Arts and Sciences and interdisciplinary exchange of ideas between the graduate level students, faculty and administration of the English Education Department of the College of Liberal Arts and Sciences, and NCTE, establish this Constitution to govern the matters within our organization. The CEE-GSA exists to represent and support all graduate students in all programs related to English Education and represent their interests to other student governments, university administration, the administration and faculty of the English Education Department of the College of Liberal Arts and Sciences; to support programs and services benefitting the graduate students in the English Education Department of the College of Liberal Arts and Sciences; to engage with the NCTE-CEE-Graduate Student strand both locally and nationally; and to unify the graduate student body through interdisciplinary exchanges, lectures, and symposia that involves all graduate students interested in English Education.

**Article I - Name**

**Section 1** The name of this organization shall be the National Council of Teachers of English Conference on English Education Graduate Student Affiliate (CEE-GSA), known internally as Conference on English Education Graduate Student Affiliate (CEE-GSA)

Article II - Purpose

**Section 1** The purpose of CEE-GSA shall be to promote graduate student interdisciplinary learning by providing professional development opportunities for graduate students interested in the English Education Department in addition to support for graduate student needs that promote an interdisciplinary learning environment.

**Section 2** The powers and duties outlined herein directly reflect the initial responsibilities of the CEE-GSA.

1. Officially register CEE-GSA with the Arizona State University Student Organization office.
2. Request funding through registration with the college for CEE-GSA.
3. Approve any and all CEE-GSA budget requests by majority vote (2/3).
4. Adopt and revise bylaws and other rules by majority vote.
5. Assume any and all responsibilities that promote an interdisciplinary environment within the English Education Department and related colleges departments.
6. Provide communication to the graduate students of the English Education Department or other graduate students interested in English Education, its alumni network and all active parties.
7. Encourage participation and discussion by the students in their individual disciplines.
8. Provide a vehicle for graduate students to express their needs, interest, and concerns.
9. Provide an atmosphere for graduate students to participate in social, academic, and professional pursuits.

**Article III - Membership**

**Section 1** Membership is open to graduate students enrolled in a recognized graduate degree program in the English Education Department or any graduate student with an interest in English Education Department. The students must be currently enrolled in at least 1 credit hour and in good standing. This membership shall include all Masters level, Ph.D. and Ed.D. students and candidates.

**Section 2** Levels of membership.

1. Active members, those who are registered as a member of CEE-GSA on ASU’s OrgSync as well as with NCTE/CEE.

**Section 3** Voting

1. All executive officers are given one (1) vote.
2. The graduate membership shall have voting power if it chooses to vote on CEE-GSA matters. This vote is limited to one (1) vote per member.

**Section 4** Rights of membership. All students who meet the above definition of membership shall be guaranteed the following rights:

A. The right to petition CEE-GSA to address issues of concern

B. The right to representation and support

C. The right to active engagement

D. The right to open CEE-GSA meetings, documents, and procedures

**Article IV - Officers**

**Section 1** The officers of this organization shall consist of:

1. President: Representative to NCTE
   1. Sign CEE-GSA approved policies within ten (10) school days after their passage.
   2. Forward all policies to the appropriate administrator.
   3. Make any recommendations to the English Education Department, student body, faculty, staff and executive committee that he or she may deem necessary.
   4. Represent the graduate student body of the English Education Department of the College of Liberal Arts and Sciences at Arizona State University in all dealings with the students, faculty, staff, or administration.
   5. Appoint the officers of the Executive Officers referred to in Article IV, Section 1, which he or she considers necessary to properly carry out the duties of his or her office.
   6. Give a "State of Affairs" address to the graduate student body once each semester if necessary.
   7. Call for additional sessions of the CEE-GSA when he or she deems necessary.
   8. Present a progress report to the English Education Department, student body, faculty, staff and executive committee on each piece policy enacted by the said body within five (5) regular CEE-GSA meetings of the date the particular policy is passed.
   9. Serve as a graduate student representative to the NCTE
   10. Suggest appointment and/or removals of students on University Committees.
   11. Have the option to pursue successive or additional terms if eligible by the standards established in Article IV and Article V.
2. Vice President
3. Call meetings of the CEE-GSA.
4. Assume temporarily the duties of President in the event of his or her absence.
5. Forward all policies to the President within three (3) school days after its passage.
6. Dismiss for any sufficient reasons any appointees from office in the group.
7. Assign and remove officers to and from standing committees as necessary.
8. Set up and appoint officers to any special policymaking committees deemed necessary.
9. Have the option to pursue and serve additional terms if eligible by the standards established in Article IV, Article V.
10. Treasurer/Secretary
11. Receive and disburse all CEE-GSA funds, maintain control over said funds, and ensure that no accounts are overdrawn. The Treasurer shall additionally have the responsibility of assuring that no CEE-GSA funds are misappropriated or otherwise misused.
12. Maintain permanent records of all financial transactions of the CEE-GSA.
13. Keep all records and files in working order so that authorized individuals may request them for audit upon request.
14. Be responsible to the CEE-GSA for all financial transactions and additionally be required to report to the CEE-GSA at the beginning of the academic year, with the proposed budget, at least once in the second semester, and at any other time when requested by the presiding officer of the CEE-GSA.
15. Keep complete and accurate notes and minutes of all CEE-GSA meetings and arrange a permanent compilation of all said materials.
16. Maintain official records of the Constitution, all ASU-SGA Bylaws, and other rules or regulations pertaining to said association.
17. Keep accurate records of CEE-GSA attendance and report all violations of the CEE-GSAattendance policy to the Vice President.
18. Be responsible for carrying out all clerical duties deemed necessary by the President or the Vice President.
19. Keep an accurate record of all roll call votes taken in the Student CEE-GSA.
20. Communications/ Social Media Officer
21. Initiate social media including but not limited to Facebook, twitter, LinkedIn, Instagram, etcetera.
22. Communicate all events and CEE-GSA happenings through social media.
23. Other duties as specified through the executive officers.
24. To be filled as appropriate.
25. Executive Secretary: Faculty Sponsor
    1. Represent affiliate at business/board of directors meeting

**Section 2** Self-nomination, or appointments requiring a majority vote for each position. In case of tie the current executive officers of the CEE-GSA shall determine final outcome.

**Section 3** Term of office shall be one (1) year, unless vacated. The vice president will automatically become the president of the organization the subsequent year in order to provide continuity for the organization. If the vice president is unable to serve, the secretary/treasurer will fill the position or special elections may be held for any and all vacant office and the president shall appoint someone, willing to take position, if necessary.

**Section 4** Provisions for removal of an officer shall bemajority 2/3 vote calling for a special election, and a call for the vote must be on the agenda for the meeting.

**Section 5** The Executive Officers of the CEE-GSA shall exercise all responsibilities of their office as laid out in this Constitution and all duties defined in the Bylaws, including but not limited to serving as the graduate student voice, administering programs and informing the CEE-GSA, students, staff, faculty and NCTE of all activities, disbursing funds of the CEE-GSA according to applicable CEE-GSA and University policies. The Executive Officers shall promote communication and collaboration between graduate students on all Arizona State University campuses.

**Article V - Elections**

**Section 1** Election of officers shall be held once per year in the spring.

A. Nominations will occur in the second semester. Elections will occur after spring break. Previous officers exiting offices and relinquishing duties to new officers will occur during finals week of second semester.

**Section 2** Provisions for filling vacancies shall occur through self nomination or group nomination, if position is un-held and no one runs against candidate, automatic appointment is made. If no one is nominated and no one self nominates President shall appoint someone to position if there is a willing participant meeting all criteria for election.

**Section 3** The procedures for voting shall besurvey ballot through survey websites communicated from CEE-GSA to all graduate students in the English Education Department.

**Article VI - Meetings**

**Section 1** Regular meetings of this organization shall be held at least once per semester: Fall and Spring.

**Section 2** A quorum shall consist of eight (8) voting members.

**Article VII - Advisors**

**Section 1** In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below in addition to being an active member of NCTE.

1. Act as intermediary between the English Education Department/Mary Lou Fulton Teachers College and CEE-GSA.
2. Submit formal requests to English Education Department/Mary Lou Fulton Teachers College from CEE-GSA.
3. Advocate for CEE-GSA (with Arizona State University, students, staff, faculty and English Education Department/Mary Lou Fulton Teachers College) needs that will encourage the development of an interdisciplinary student organization who encourages first tier research and interaction amongst peers both internally and externally.
4. Take an active role in advising the student organization.
5. Know the general purpose of the organization and be familiar with all provisions outlined in the organization’s constitution and by-laws.
6. Meet with the organization president bi-monthly (occurring once every two months).
7. Remain informed of all activities sponsored by and conducted by the student organization.
8. Establish with the student organization president the manner and frequency in which the advisor will participate in the organization’s activities; i.e., programs, social events, rush and pledging activities, and meetings.
9. Know the officers of the organization.
10. Know the number of current members of the organization.
11. Know the organization’s process for obtaining new members.
12. Offer guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation.
13. Be knowledgeable of and adhere to University policies and procedures which pertain to student organizations, and to inform the student organization president of his/her responsibility to do the same.
14. Be knowledgeable of policies and procedures listed in the Code of Student Rights, Responsibilities and Conduct (as listed in the Student Handbook).

**Article VIII-Policy on people of color**

**Section 1 CEE-GSA adheres to** the policy of the National Council of Teachers of English in that it demonstrates sensitivity to the concerns of people of color and they be represented on CEE-GSA-sponsored programs. People of color refers to historically underrepresented groups--African Americans, Pacific Islanders, American Indians, Asian Americans, and Latinos. To this end, the following actions are to be undertaken:

1. to include people of color on all appointed commissions, boards, committees, task forces, and other official groups;
2. to include people of color among the leadership of the above groups;
3. to include people of color among the nominees presented by each nominating committee;
4. to include in NCTE conventions and workshops sessions dealing with interests of people of color

and using as leaders or consultants practicing teachers of color from the levels of instruction

concerned;

1. to include people of color in verbal and visual materials intended to represent or describe NCTE;
2. to include people of color as targeted groups in any recruiting efforts.

Article IX - Amendments

**Section 1** The constitution may be amended by a majority (2/3) vote. Any actionable constitutional items shall be voted on during meeting succeeding change suggestions.Any executive officer can suggest constitutional changes through an agenda item. Constitutional changes must be discussed as a regular agenda item.

**Article X – Dissolution**

Should CEE-GSA cease to exist, the treasury of CEE-GSA, after all bills are paid shall be donated to the Central Arizona Writing Project. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of 1st Officer**

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**(President Alice Hays)**

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**Signature of 2nd Officer**

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**(Vice President Tracey Flores)**