



Brock University Students' Union BUSU ratified Club Constitution

CONSTITUTION FOR ENGLISH STUDENTS' ASSOCIATION

Article 1 - Name

The club's official name will be English Students' Association, or shortened to "ESA". No other name will be used in the advertisement or representation of the club.

Article 2 - Purpose for the club's existence

The ESA is dedicated to creating a valuable experience for students at Brock University through opportunities that will help improve their academic, social, and professional lives. We hope to prepare students for future success by:

1. Connecting students with peers, alumni, professionals, and the English Department.
2. Providing students with tools for success through services offered by ESA members and volunteers, including collaboration with other departments, clubs, and organizations on- and off-campus.
3. Creating a sense of community among English students and department faculty through networking opportunities designed to bridge the gap between students and professors.
4. Assisting various community initiatives with similar mandates through fundraising and other involvement opportunities.

Article 3 - Membership

1. General membership is open to everyone.
2. Only undergraduate students at Brock University are eligible to hold voting privileges and executive positions.
3. Executive membership is restricted to students demonstrating competency in essay writing, and must have a minimum average of 75%.

- Exceptions may be granted upon the approval and/or recommendation of either the English Department Chair or ESA faculty liaison.
4. Associate non-voting members shall be allowed.

Article 4 - Executive

1. The executive committee shall consist of:
 - a) President
 - b) Vice-President Finance and Administration
 - c) Vice-President Marketing and Communications

Article 5 - Duties of the Executive

President

- Will oversee the other members of the executive in their duties
- Will attend executive meetings as called by the President, or any two (2) executive officers, with a maximum of two (2) acceptable absences without consequence. Should more than two absences occur, refer to section 2.6 and 2.7 of The English Students' Association Executive Committee Bylaw
- Will be responsible for all administrative dealings of the club
- Will liaise with the English Department Faculty and ESA faculty liaison
- Will be responsible for promoting and furthering the growth of the club
- Will have signing authority for the club
- Refer to the ESA bylaw for more specific duties of the President

Vice-President Finance and Administration

- Will assist the President in his/her duties
- Will attend executive meetings as called by the President, or any two (2) executive officers, with a maximum of two (2) acceptable absences without consequence. Should more than two absences occur, refer to section 2.6 and 2.7 of The English Students' Association Executive Committee Bylaw
- Will be responsible for all financial dealings of the club
- Will assume all powers of the President in his/her absence
- Will have signing authority for the club
- Refer to the ESA bylaw for more specific duties of the Vice-President Finance Administration

Vice-President Marketing and Communications

- Will assist the President in his/her duties
- Will attend executive meetings as called by the President, or any two (2) executive officers, with a maximum of two (2) acceptable absences without consequence. Should more than two absences occur, refer to

section 2.6 and 2.7 of The English Students' Association Executive Committee Bylaw

- Will be responsible for marketing the club's events and services
- Will be responsible for volunteer outreach and recruitment
- Will have signing authority for the club
- Refer to the ESA bylaw for more specific duties of the Vice-President Marketing and Communications

Article 6 - Active Member Committee

1. The Active Member Committee shall consist of:
 - a) Any number of students looking for more responsibilities within the ESA, with a minimum average of 65%

Article 7 - Duties of the Active Member Committee

Committee Members

- Will report to the President
- Will be the first point of contact outside of the executive committee for assistance with event logistics
- Will be responsible for supporting the executive committee during weekly peer review sessions on academic papers
- Graduating students will be eligible for the ESA Book Prize scholarship subsidized by the club's fundraising initiatives

Article 8 - Finances

1. A membership fee will be set by the executive annually.

Article 9 - Meetings

1. At least three general meetings shall be held during the school year, including the Annual General Meeting.
2. Members will be informed of each of these meetings at least seven days in advance.

Article 10 - Elections

1. All election procedures will abide by the policies set out in Bylaw 2550 - The Clubs Bylaw.

Article 11 - Amendments

1. Amendments to the constitution must win a two-thirds majority vote of members present.
2. Amendments to the constitution must be approved by the Clubs Policy Committee, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that this amendment was adopted.

Article 12 - Impeachment

1. Any member of the club who commits an act negatively affecting the interests of the club and its members, or fails to reasonably fulfill the duties of their membership status, may be given notice of impeachment.
2. The impeached individual will have the right to defend his/her actions.
3. A two-thirds majority vote of members present will result in the removal of the impeached individual from the club and the loss of any privileges associated with the club.

Article 13 - Agency Clause

1. The English Students' Association is not an agent of the University Students' Council and its views and actions do not represent those of the University Students' Council.
-

Name of the Bylaw

1. This bylaw shall be referred to as "The English Students' Association Executive Committee Bylaw".

2. Attendance and Meetings Policy

- 2.1. Executive members are expected to attend all mandatory English Students' Association meetings and Essay Clinics.
- 2.2. In the case of an expected absence, executives of the ESA must notify the President with an explanation of the absence at least twenty-four (24) hours before the beginning of the scheduled meeting or Essay Clinic.
- 2.3. In the case of an unexpected absence, executives of the ESA must notify the President with an explanation of the absence within the twenty-four (24) hour period following the scheduled meeting or Essay Clinic.
- 2.4. It is the responsibility of the Vice President Finance and Administration to take attendance during mandatory meetings. Attendance will be taken within the first 10 minutes of a scheduled meeting. The President

will assume the responsibility of recording attendance in the absence of the Vice President Finance and Administration.

- 2.5. In the event of the absence of the President, all executive members must be notified at least twenty-four (24) hours before the beginning of the scheduled meeting, and the Vice President Finance and Administration will fulfill her or his responsibilities during that meeting. This includes the responsibilities outlined in the constitution.
- 2.6. If an executive is excused or unexcused for more than two (2) meetings or Essay Clinics in the Fall or Winter term the executive committee will endorse a performance evaluation and may recommend impeachment of the individual.
- 2.7. Extenuating circumstances, such as illness with a doctor's note, death in the family, conflicts due to the student's involvement in varsity athletics, co-op, med plus, or other degree related requirements, will be assessed by the executive prior to impeachment to determine grounds for discontinuation of membership.

3. Additional Duties of the Executive

3.1. President

- 3.1.1. Will chair all meetings
- 3.1.2. Will be responsible for creating and distributing agendas to members for each meeting held throughout the year
- 3.1.3. Will be the primary contact for the club and will be responsible for communicating with the designated ESA faculty liaison within the English Department
- 3.1.4. Will be responsible for leading a minimum of one (1) Essay Clinic for two (2) hours on a weekly basis during each term in accordance with sections 2 and 4 of The English Students' Association Executive Committee Bylaw
- 3.1.5. Will coordinate Essay Clinic and club event schedules around the availability of committee and executive members for the Fall and Winter terms
- 3.1.6. Will keep a complete record of all volunteer hours completed by general, active member committee, and executive committee members, and will collect the necessary student information to submit relevant hours to Experience Plus upon consent of the student
- 3.1.7. Will be responsible for communicating with the English Department's administrative assistant and faculty staff when necessary
- 3.1.8. Will be responsible for promoting the ESA's events and services at events, in person, and through management of the official club email

3.2. Additional Duties of the Vice President Finance and Administration

- 3.2.1. Will attend executive meetings as called by the President, or any two (2) executive officers in accordance with section 2 of The English Students' Association Executive Committee Bylaw
- 3.2.2. Will keep complete and accurate records of all financial dealings of the club, and will present documentation to the President upon request
- 3.2.3. Will be responsible for assisting the President and executive committee in event planning including but not limited to: bookings, event risk management, and any other organization of events
- 3.2.4. Will plan a yearly estimated budget report, maintain updated budget records throughout the Fall/Winter session, and prepare funding presentations with other relevant executives
- 3.2.5. Will be responsible for thoroughly recording and distributing the minutes of all meetings within five (5) days of the meeting
- 3.2.6. Will be responsible for leading a minimum of one (1) Essay Clinic for two (2) hours on a weekly basis during each term in accordance with sections 2 and 4 of The English Students' Association Executive Committee Bylaw

3.3. Additional Duties of the Vice President Marketing and Communications

- 3.3.1. Will attend executive meetings as called by the President, or any two (2) executive officers in accordance with section 2 of The English Students' Association Executive Committee Bylaw
- 3.3.2. Will be responsible for overseeing promotions of the club or club events, including but not limited to: poster campaigns, pamphlets, web management, event advertising, and social media marketing
- 3.3.3. Will be in charge of creating and distributing posters or other promotional items
- 3.3.4. Will be responsible for leading a minimum of one (1) Essay Clinic for two (2) hours on a weekly basis during each term in accordance with sections 2 and 4 of The English Students' Association Executive Committee Bylaw

4. Essay Clinics

- 4.1. Each executive will be responsible for leading a minimum of one (1) Essay Clinic for two (2) hours on a weekly basis
- 4.2. Missing a maximum of two Essay Clinics will result in the recommended impeachment of the individual in accordance with the Attendance Policy outlined in section 2 of The English Students' Association Executive Committee Bylaw
- 4.2. Essay Clinics will be conducted by the executive committee with support from available members of the active member committee
- 4.3. All volunteers must abide by the Essay Clinic Policy and Agreement