



**Brock University English Department
English Students' Association (ESA)
Club Constitution & Role Overview**

Club Constitution

Article 1) NAME

The club's official name will be English Students' Association, or shortened to ESA.

Article 2) PURPOSE

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) Creating a sense of community among English students and department faculty through networking opportunities designed to bridge the gap between students and professors.
- 2) Providing students with tools for success, through services offered by the ESA, including through collaboration with other departments, clubs, and organizations on- and off-campus.

Article 3) MEMBERSHIP

Consists of: Executives (President & Vice-President)
Associate Committee
General Membership

*The only mandatory positions are that of the Executives (President & Vice-President)> All Associate positions are recommended, but ultimately at the discretion of the executives and relative to quantity of Associate Committee applicants.

Overview:

- 1) General membership is open to everyone.
- 2) Only undergraduate students at Brock University are eligible to hold Executive positions and voting privileges.
- 3) Executive membership is restricted to students demonstrating competency in essay writing, and must have a minimum overall average of 75%. Exceptions may be granted upon approval and/or recommendation of either the English Department Chair or ESA faculty liaison.
- 4) Executives are required to attend all mandatory general meetings; Associate Committee member attendance is desirable, though not mandatory.
- 5) Annual start date for new Executive & Associate Committee is July 1; end-date June 30. This is intended to allow for transitional overlap following the Fall and Winter semester which is the Club's focus.
- 6) Application: Executive positions may continue automatically for a maximum of two (2) academic years (beginning of summer semester to end of spring semester). Current Executive team will decide upon new Executive team from applicants, with assistance from faculty liaison if necessary. Associate Committee will be applied to annually and follow same selection process as new Executive team. In the condition of there being more than one qualified applicant for the position of President, an election with the General Membership might be held, at the discretion of the acting President.
- 7) Associate non-voting members shall be allowed.

Article 4) IMPEACHMENT

- 1) Any member of the club who commits an act negatively affecting the interests of the club and/or its members, or fails to reasonably fulfill the duties of their assigned role, 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, including attendance at any meeting.

Article 5) MEETINGS

- 1) At least three (3) Executive-Associate Committee meetings shall be held during the school year, as well one (1) annual general meeting.

- 2) Members will be informed of each of these meetings at least seven (7) days in advance.
- 3) Executives are expected to attend all mandatory meetings; Associate Committee members are recommended but not required to.
- 4) Additional meetings may be called by any member of the Executive and Associate Committee, these not requiring mandatory presence of Executives. This is recommended for smaller issues and subgroups, i.e. pertaining to subgroup responsible for particular event. Summary of meeting must be sent to Executives.

Article 6) ESA BOOK PRIZE

Through fundraising events during the year, the ESA is pleased to provide a scholarship to one graduating student in April. Receipt of this prize is not merely a reflection of academic performance but is also based upon the student's contribution and involvement in ESA events. Current-year Executives may not be recipient of ESA Book prize. Recipient of this prize will be determined by the ESA Executive team and faculty liaison and/or English Department Chair.

Article 7) ESSAY CLINICS

- 1) The President is required to lead a minimum of one (1) Essay Clinic for two hours in both the Fall and Winter semesters, on a weekly basis beginning in week four (4) through twelve (12), excluding Reading Week. The Vice President is required to do the same for one (1) of the semesters. Continuing Clinics through exam season is up to the discretion of those running the workshop (i.e. not the Executives, unless they are running said workshop).
- 2) Associate Committee members may run and/or assist in the workshops, provided that they are upper-year students with an overall average of 75% or higher.
- 3) All volunteers must abide by the Essay Clinic Policy & Agreement, and must ensure that both the volunteer and the customer understand and sign the agreement.

Role Overview

I) EXECUTIVE

A) President

- i) **Meetings:** Will chair all mandatory meetings; this thus does not include any meetings called by Associate Committee members (i.e. for sub-group

- purposes such as events), which will be chaired by the individual that called the meeting (unless otherwise requested).
- ii) **Roles/Agendas:** Will be responsible for assigning agendas to members and ensuring that members are familiar with their said agendas, and their particular roles' general requirements.
 - iii) **Primary Contact:** Will be the primary contact for the club (both internal and external) and will be responsible for communicating with both the assigned English Department faculty liaison and the departmental staff when necessary. An official Brock email will be provided to do this, though the individual is not required to use it.
 - iv) **Promotion:** Will be responsible for promoting and/or delegating promotion of the ESA's events and services: at events, in-person, and through official email
 - v) **Member Scheduling:** Will coordinate Essay Clinic and Club event schedules around the availability of Executive and Associate Committee members for the Fall and Winter terms. Will run one (1) clinic in both Fall and Winter semesters, respectively, for two (2) hours' duration.
 - vi) **Volunteer Hours:** Will keep record of all volunteer hours completed by members at all levels (Executive, Associate Committee, General) and will collect necessary student information to submit relevant hours to Student Experience Record & Co-Curricular Record
 - vii) **Bank Account:** Will co-sign for bank account with either Vice President or Treasurer. Will keep record of finances if role of Treasurer is not filled/utilized.
 - viii) **ExperienceBU:** Will be responsible for event bookings, event risk management, and general organization of events, unless delegated to sub-group or individual. Will provide any requested. required assistance to sub-groups or individuals.
 - ix) **Transition:** Will ensure smooth transition between current and upcoming Executive and Associate Committee members, particularly regarding transfer of bank account. This includes selecting the new team members from pool of applicants.

B) **Vice-President**

- i) Will share same responsibilities as President, either as secondary delegate or in minor capacity/ to lesser extent, with the exceptions of the following alterations.
- ii) **Meetings:** Will chair any meeting that President is unavailable to attend. This thus does not include sub-meetings called by Committee members or sub-groups, which will be chaired by the individual that called the meeting (unless otherwise requested).
- iii) **Secondary Contact:** Will be secondary contact for the club (both internal and external), with access to official Brock ESA email (though not required to use).

- iv) **Essay Clinic:** Will run minimum of one (1) Essay Clinic in either Fall or Winter semester, for two hours' duration, in weeks four (4) through (12) and excluding Reading Week and exam period, unless otherwise determined.
- v) **Bank Account:** Will co-sign for Club bank account with President, unless this is done by Treasurer.

II) ASSOCIATE COMMITTEE

**Note:* None of the following roles are mandatory, and are thus at discretion of the Executives and may be relative to number of applicants. These roles are meant as guidelines and are thus malleable according to situation and discretion of both the Executive team and Associate Committee.

A) Treasurer

- i) **Bank Account:** Treasurer will co-sign for bank account with President, unless this is done by the Vice-President.
- ii) **Records & Transactions:** Will be responsible for all deposits, withdrawals, and transactions, along with other account co-signer. Treasurer will keep accurate record of balance and transactions, which can be viewed by Executives, faculty liaison, and English Department Chair when requested.
- iii) **Events/Outreach:** Will work with Associate Committee members on the financial portion of any events/ outreach they are working on.
- iv) **If Role Unfilled:** If the role of Treasurer is not filled, or is unavailable, responsibility for finances reverts to the co-signer of the bank account, whether that is the President or the Vice-President.
- v) The Treasurer's role is not necessarily limited to finances, and is of course welcome to participate in any additional ESA activities and /or responsibilities.

B) Social Media Coordinator

- i) **Accounts & Autonomy:** Will be responsible for management of all social media accounts associated with ESA—whether ongoing (already active) or activating new accounts/ sites. Executive team will also have access, but not responsibility. SMC will act autonomously overall, though following any general directives and/ or particular requests of the Executives.
- ii) **Posts:** Will be responsible for minimum one (1) post per week on all accounts through Fall and Winter semesters, excluding Reading Week; posts during exam period and spring/ summer durations are at discretion of the Social Media Coordinator. Mandatory posts include any events/activities that the ESA are running; additional posts (advertising for ESA, other groups; general posts) are welcome and desired.

- iii) **Event/Outreach Coordination:** Additionally, Social Media Coordinator will work with Associate Committee members on posts regarding events/ outreach that they are running/ implementing.
- iv) **Posters:** Creation of posters for events and/or media posts may be done by either Social Media Coordinator, Social Outreach Coordinator, or Event Coordinator, or as a collaborative effort.
- v) **Networking:** Networking with and advertising for other English department, Humanities faculty, Brock University, and other community-related groups is highly recommended, though ultimately at the discretion of the Social Media Coordinator.
- vi) The Social Media Coordinator will ensure that all posts and communications are respectful and fall within the Student Code of Conduct.
- vii) The role of the Social Media Coordinator is not necessarily limited solely to social media: the individual is of course welcome to participate in any additional ESA activities and/or responsibilities.

C) **Event Coordinator**

- i) **Event Quantity:** Expected to run at least one (1) large one-time and one (1) small recurring event each term (Fall & Winter). Choice of events to be decided by the entire ESA team, though ultimately at the discretion of the Event Coordinators.
- ii) **Event Autonomy:** Event Coordinators will be responsible for running all ESA-directed events, excluding Essay Clinics (though they can if desired). Expected to work autonomously on events (as either group or individual, at discretion), though directed by and utilizing any particular requests from Executive team. Executive team will additionally provide any assistance requested/ required.
- iii) **Internal Coordinating:** Expected to work with Treasurer (or Executive) for finances; Social Media Coordinator for online promotion; and Social Outreach Coordinators for additional promotion and event assistance/ involvement. Particulars of events are at discretion of event coordinators, though advance notice of activities requiring additional safety certification (i.e. at venue serving alcohol) must be provided to the President to allow time for approval.
- iv) **Posters:** Creation of posters for events and/or media posts may be done by either Event Coordinator, Social Outreach Coordinator, or Social Media Coordinator, or as a collaborative effort.
- v) **Sub-Groups/Meetings:** Sub-groups and/or sub-meetings are recommended compartmentalizing events, activities, and tasks. Whoever calls the meeting may chair the meeting, unless other requested.
- vi) The Event Coordinator's role is not necessarily limited to events, and is of course welcome to participate in any additional ESA activities and/or responsibilities; however, are expected to attend all events that are assigned to them, preferably all.

D) **Social Outreach Coordinator**

- i) **Promotion:** The Social Outreach Coordinator is responsible for promotion of all ESA events and programs, and expected to work with other departmental clubs and organizations to foster community and networking for both the ESA and Brock students in general.
 - a) **Networking:** The ESA aims to bring together students across the faculty of Humanities, the Brock community, and the local Niagara region at large, through ESA networking and events. This is the underlying directive of the Social Outreach Coordinator.
- ii) **Outreach Autonomy:** The Social Outreach team is expected to work autonomously. However, Executive team should be kept updated on all decisions and changed, and will additionally provide any assistance if required or requested.
- iii) **with Social Media Coordinator:** Will request promotions from the Social Media Coordinator and will work with them on these (i.e. direction, format of the promotion). Creation of posters for events and/or media posts may be done by either Social Media Coordinator, Social Outreach Coordinator, or Event Coordinator, or as a collaborative effort.
- iv) **Event Attendance:** It is intended that at least one (1) Social Outreach Coordinator will attend and help with each event.
- v) The Social Outreach Coordinator's role is not necessarily limited to social outreach, and is of course welcome to participate in any additional ESA activities and/or responsibilities.

III) **GENERAL MEMBERSHIP**

Any undergraduate student may be a General Member of the ESA. Only undergraduate students will have voting rights on the ESA. Associate non-voting members shall be allowed.
