

Amended by the members at an AGM held on March 24 2015
Confirmed by the members at AGM held on March 29 2017.
Amended by the members at an AGM held on April 13, 2018
Amended by the members at an AGM held on May 9, 2019

**Constitution of the
Student Association for Graduates in English (SAGE)
Department of English Language and Literature
University of Waterloo**

1. The name of the association shall be Student Association for Graduates in English (SAGE).
2. The mandate of SAGE is to provide a link between the graduate students in the Department of English Language and Literature and the Graduate Student Association (GSA) of the University of Waterloo so as to provide a formal channel through which graduate students in English Language and Literature may participate in other areas of university affairs.
3. The objectives of SAGE are:
 - a. To nominate and elect a representative to the Graduate Student Association (this may include any of the executive SAGE members),
 - b. To participate in the development of policies which relate to graduate students, particularly English Language and Literature students,
 - c. To promote social interaction among SAGE members,
 - d. To provide services for SAGE members,
 - e. To organize and/or participate in academic activities related to English and professional development and SAGE graduate students.
 - f. To bring SAGE members' issues to the attention of faculty, primarily the graduate chair.
 - g. To comprise a representative sample of the three streams (XDM, Lit, and Rhetoric) at both the MA and PhD level.
 - h. To advocate on behalf of all graduate students in the Department of English Language and Literature in order to ensure a safe and equitable learning environment for all.
4. Membership – all full-time and part-time graduate students in the Department of English Language and Literature shall be considered members of SAGE.
5. The executive committee of SAGE shall at all times consist of at least three distinct, elected members from the SAGE membership. The executive shall be collectively responsible for:
 - a. Arranging an executive meeting at least once a month, with the exception of December and April
 - b. Arranging to hold a general meeting of as many SAGE members as possible at least once a year.
 - c. Organizing orientation with faculty.
 - d. SAGE President and Vice President to attend monthly Departmental and Graduate Studies Committee meetings.

- e. Conducting an annual survey in May of the Spring term relating to student satisfaction, and reporting on this survey to the Chair and Graduate Studies Committee Meeting during the May meeting and distributing the results to SAGE Members in June.
 - f. Must attend all SAGE events and as many departmental events as is possible.
 - g. Must assist in planning and running the annual colloquium.
 - h. Every three years must also assist in planning and running the Tri-University symposium.
 - i. Must attend the majority of SAGE meetings throughout the term. Missing more than three meetings will result in a forfeit of position and a subsequent re-election.
 - j. SAGE executive members must send regrets if they are unable to attend a meeting.
- I. The **Co-Presidents** supervise all SAGE affairs and activities. As such, the co-presidents are responsible for calling and presiding over SAGE Executive meetings; ensuring that SAGE's digital records and files are maintained; making sure that any SAGE or relevant department-related news goes to the External Communications Officer; ensuring that the duties of other Executive members are carried out in the event of their absence. The president has co-signing authority over the SAGE bank account. The co-presidents will report once a semester on what SAGE has accomplished and what the department is discussing at Graduate Studies Committee and departmental meetings. If SAGE executive votes unanimously and offers all SAGE members at the AGM an opportunity to veto, SAGE executive may provide the co-presidents with an appropriate honorarium for their year of service, as determined appropriate by the treasurer from the SAGE funds bank account (if applicable).
- II. The **Internal Communications Officer** - Records and collects the minutes for SAGE executive meetings and the general assembly meeting. In charge of planning meeting times and all internal communication with the SAGE executive. Must attend all SAGE events and as many departmental events as is possible.
- III. The **External Communications Officer** maintains and updates the SAGE google calendar and the public SAGE social media (Facebook and Twitter) pages with relevant events, news, announcements, links and FAQ. They ensure SAGE members have reasonable access to a private social media group for program-related queries. They are responsible for creating and updating the list-serv of current SAGE members to send out announcements when required. Lastly, they liaise with the faculty member that runs the department blog.
- IV. The **Treasurer**'s main role is to maintain SAGE financial records and statements. As such, the Treasurer prepares the SAGE budget and annual financial statement for the GSA. They are responsible for being aware of the Graduate Student Initiatives (GSI) and the Graduate Student Endowment Fund (GSEF) and when to make use of these funding sources. Every meeting the Treasurer will report on any completed applications for SAGE funding and presents financial status at meetings. The Treasurer has signing authority over the SAGE bank account in addition to the co-presidents.

- V. The **Social Coordinator's** main role is supporting the reps in planning events and making sure one social event happens each semester. They will make sure that the events being planned by SAGE do take place, but are not necessarily in charge of planning them. They are responsible for planning the SAGE Christmas party in November or December as well as orientation events in the first weeks of September.
- VI. The **First Year PhD Representative** - Will plan and organize social events along with the Social Coordinator and take the lead on at least one event. Will be the representative of the incoming PhDs and voice their concerns to the SAGE executive.
- VII. The **Continuing PhD Representative** - Will plan and organize social events along with the social coordinator and take the lead on at least one event. Will be the representative of the continuing PhDs and voice their concerns to the SAGE executive. Responsible for organizing a SSHRC proposal workshop in September with the help of the first year PhD representative.
- VIII. The **Three MA Representatives (LIT, Rhet, XDM)** which will be appointed during orientation, represent the concerns and interests of the MAs in SAGE. As such, the position's duties include assisting the President with supervising SAGE affairs and activities, liaising between SAGE members (particularly MA students) and the department. They are responsible for organizing a co-op workshop that is tailored to English Students.
- IX. The **International Student Representative** will liaise with the international students and the International Student Experience Office and report back to SAGE with any concerns. They will support and maintain contact with new international graduate students. They are responsible for holding one event or workshop per year with a focus on international students.
- X. The **GSA Representative** will act as the official voice of the members of SAGE at the GSA meetings. As such, the GSA representative is responsible for keeping up to date on all issues brought forward by the members of SAGE. The GSA representative is further responsible for making members of SAGE aware of the relevant activities and motions of the GSA and fulfilling their duties as a member of the GSA.
- XI. The **Equity Liaison** is responsible for providing assistance to students experiencing instances of oppression (including but not limited to racism, xenophobia, homophobia, transphobia, ableism) within the department by facilitating connections between students and the appropriate campus or community resources. The representative must be knowledgeable of campus and community resources, receive Principles of Inclusivity training, and attend various campus workshops pertaining to equity. The liaison should consult with the English Department Chair and the Equity Director when questions of ethics or obligation arise. They must plan one event that celebrates equity and inclusion (i.e. a Black History Month event, a Pride celebration, an International Women's Day celebration, etc.). The liaison should strive for neutrality and must also maintain confidentiality. The liaison will not be expected to perform affective labour, and they must not provide counselling, but rather facilitate the search for solutions.
- XII. The **Conferencing Representative** will be responsible for serving as a liaison between conference associations and graduate students. The representative will refer to English conferences on Congress website and communicate relevant details concerning Call for Papers, membership information, and submission deadlines. The representative must also serve as a resource for all students looking for advice

concerning conferencing.

XIII. **Members at large** may also be appointed to the Executive, as nominated by the President and approved by the Executive. They may only be appointed if all positions on SAGE that they could hold are already filled. A Member at large may be an MA or a PhD and may attend Executive meetings and possess voting powers. Members at large assist members of the Executive at tasks as required.

All executive members must be graduate students enrolled at the University of Waterloo during the period they hold their positions.

6. The executive of SAGE shall be formed under the following conditions:
 - a. The executive (excluding the MA representatives and First-Year PhD representative) shall be elected in May of the Spring term in elections made known and open to all SAGE members by the Communications External.
 - b. The executive (excluding the MA representatives and First-Year PhD representative) shall serve for a three-term period starting in the Spring term (June-April). Representatives may be re-elected.
 - c. The MA representatives and First-Year PhD representatives shall be elected in September of the fall term during an elections period made known and open to all SAGE members during the SAGE Orientation session. The MA representatives and First-Year PhD representatives shall serve for a three-term period starting in the Fall term (September-August). MA representatives transitioning to a PhD stream and First-Year PhD representatives are eligible for re-election and may concurrently hold two positions during June-August.
 - d. If any representative resigns before the end of the three term period, an additional SAGE executive meeting will be held to elect a replacement.
 - e. In the absence of sufficient nominees, positions may be filled at the executive's discretion.

7. Executive meetings shall be called and held under the following considerations:
 - a. The President or Vice President may call for an executive meeting.
 - b. All executives shall be sent notification of the call for an executive meeting.
 - c. The presence of half of the current executive shall suffice for quorum of an executive meeting.

8. General meetings shall be called and held under the following conditions:
 - a. General meetings shall be called by an executive or by a signed petition of ten percent of the membership.
 - b. General meetings shall be announced at least two weeks prior to the intended date by printed or electronic media, with the distribution of the agenda. If important business is to be addressed, background information and a notice of motion must accompany the agenda.

- c. The presence of ten percent of the membership shall suffice for quorum for a general meeting. If quorum is not met, the general meeting is declared null and void.
 - d. At least one general meeting will be held per council year. A council year shall begin in June and end the following May.
 - e. The Internal Communications Officer will take minutes of the general meeting.
9. The Succession Plan shall operate as follows: during the June monthly meeting both the outgoing and incoming SAGE Executives will attend the meeting. All outgoing Executives will be expected to provide a timeline that summarizes their activity in the past year. They will be expected to provide any clarification and advice upon request of the incoming Executive. The incoming SAGE President will run the meeting.
10. Amendments to this constitution may be made by a simple majority of those present at the Annual General Meeting. A notice of motion clearly stating the nature of the constitutional amendment must accompany the notice of the Annual General Meeting.
11. The SAGE Executive shall be responsible for reviewing annually the policies and procedures of SAGE.