

The English Student Association's Constitution

Established in 2009, revised in 2017 and 2018

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1 – PURPOSE

The ESA promotes a love of literature and provides creative outlets for all students at Lakehead to publish, perform, and present their work. The ESA provides experience in editing, publishing, communications, and student governance, and a reliable support system for fellow students. This service allows students to gain valuable skills that could serve as a first step to future careers in English related areas of the job market.

2 – THE ARTERY

The English Students Association (ESA) is responsible for the publication of *The Artery*. Each year will produce a fall and winter edition of *The Artery*. In order to promote *The Artery* as a professional publication and to ensure its longevity, the magazine will be sold at the Thunder Bay and Orillia campuses.

The process

Step	Process
1	Call for submissions
2	Editorial group review submissions
3	EiC and team leaders meet to select final cut for the given issue
4	EiC submits finalized list of submissions to President and contacts authors and artists
5	EiC and team produce final draft of the magazine
6	The draft is given to the President and the Faculty Liaison for review
7	Eic makes any potential revisions suggested in step 6
8	The Artery is then sent in for printing and binding

3 – MEMBERSHIP

Membership to the ESA is available to any Lakehead University student, regardless what program they are enrolled in.

4 – THE EXECUTIVES

The ESA executives consist of the President, the Vice-President, the Editor-in-Chief, and the Treasurer. The Executives act as the signing authorities on all financial matters. Ideally, the Executives will have some past experience serving on the ESA. If a matter of urgency arises, it is the responsibility of the Executives to make a decision on the matter at hand. The Executives are elected by active ESA members of both the Thunder Bay and the Orillia campuses. The Executives should attend all ESA events and check their email frequently. The Executives should attend all meetings and find a replacement to take their place if they cannot make a meeting.

The President

The President is the overseer of all matters regarding the ESA and *The Artery*. The President chairs all the ESA meetings, budget meetings, or Co-ordinator meetings. He/she provides an agenda to the group a minimum of two days in advance. The President has final say on all voting matters with the exception of the April elections. The President should be informed of any major decisions (purchases, deadlines, publisher, etc.) prior to the individual Co-ordinator or Executive member taking action. The President is the main line of communication to the Co-ordinators, the faculty liaison, the community, the ESA, and the English Department. The President should be an approachable, reliable, and personal individual who remains as unbiased as possible on all matters. The president will also act as the representative of the English department.

The Vice-President

The Vice-President acts as an advisor and assistant to the President and takes over his/her responsibilities if he/she is away. The Vice-President will succeed the President if he/she is impeached or has to leave their position for any reason. The Vice President is responsible for creating a monthly newsletter which can be sent through the Communications Bulletin. He/she is also responsible for emailing active ESA members regularly concerning upcoming ESA events or *Artery* related matters as well as assisting the President in writing and managing the LU *Artery* account. The Vice-President is also responsible for taking the minutes at all meetings.

Editor-in-Chief

The Editor-in-Chief is responsible for the production and publication of *The Artery* literary magazine. This task involves page design, layout, cover design, soliciting and selecting cover-art, pre-press liaison with printers and binders. The Editor-in-chief will work closely with the editors, active ESA members and Executives during the production of *The Artery*. The

Executives are responsible for delegating pick-up and distribution of the magazine once it is completed.

Template for Editorial Process

- A committee will be comprised of active ESA members who wish to hold a position as an editor. They will be responsible for helping the Editor-in-Chief to review and select the submissions for the short and long lists, as well as decisions regarding the visual art submitted for the cover and inside pages.
- Submissions should be from current Lakehead University Students, Lakehead Alumni, Lakehead University Staff or Faculty.
- The submissions will be organized based on the genre they are written in, then submitted to the drop-box and emailed out to the editing committee in preparation for the editing committee meetings to follow.
- The committee will meet and discuss entries, which will be judged as either 'yes', 'maybe', or 'no'. The Editor-in-Chief should assess the number of entries for layout and design of the magazine.
- The Editor-in-Chief will then finalize the list of entries and email it to the Executives and the Faculty Liaison. The Executives and Faculty Liaison will then meet to discuss any final additions or cuts from the draft (**NOTE:** at this point the Editor-in-Chief still has final say on the entries, and the President and Faculty Liaison are merely there to provide feedback). Once approved, the Editor-in-Chief will send a final draft to the President for publication.
- Rejection or acceptance emails should be sent out to all individuals who submitted literature for consideration by the Editor-in-Chief. All rejection emails should encourage students to submit again.

Treasurer

The Treasurer provides monthly budget reports, which should document all expenses and revenues in that given month. The point applies even if no money has been taken out of the account or put into it. The Treasurer is also responsible for drafting and completing a budget for each term that will project expenses and revenue. The Treasurer will make any deposit or withdrawal only with the Executives. The Treasurer will keep a record of all receipts. The Treasurer controls the funding of the ESA, therefore, all request for funding of event must be done through the Treasurer.

5 – EVENTS & FUNDRAISING CO-ORDINATORS

Co-ordinators are responsible for a given area of the ESA or *The Artery*. Co-ordinators assign duties to a team of volunteers. Co-ordinators answer to the President or the Vice President. Co-ordinators should be personable, professional and approachable individuals who can work in a team environment. Co-ordinators should regularly communicate with one another and the Executives due to how their roles almost always interrelate on a given task. Co-ordinators should attend all ESA events and check their email frequently. Co-ordinators should also attend all meetings and find a member of their committee to replace them if they cannot make it.

The Events and Fundraising Co-ordinators of Orillia and Thunder Bay campuses must plan the launch parties each year for *The Artery*. Ideally the EFCs will also plan several other ESA events, such as readings, socials, or conferences. However, the two major events are the most important since their purpose is to fundraise for the continued publication of *The Artery*. The EFCs should work with the Executives to set a date for each event that works for the majority of all members across both campuses. The EFCs should also provide the Executives with concrete feedback concerning advertising for events. Also, the EFCs need to inform the Executives of important information concerning each event (time/date/place/door charge/general information). The EFCs are responsible for booking the venues and equipment for all events and should communicate any problems to the President. The EFCs should also make arrangements to get a float for the door with the Executives. The EFCs delegate responsibilities at all events and is ultimately responsible for making ESA events entertaining and profitable. The responsibility of the EFCs is also to support the work of the Executives by raising awareness of the English Student Association and its related publications and activities.

This objective is achieved by:

- 1) Overseeing the creations and distribution of promotional materials and advertising related to:
 - a) The English Student Association and its membership
 - b) *The Artery* magazine – including calls for submissions, launch events, sale sites, fundraiser socials, etc.
 - c) Other events/publications, etc.

NOTE: The Co-ordinators must consult the Vice-President, and/or the President before presenting posters to LUSU. All active members must respond with suggestions and feedback within two days of having received the letter.

- 2) Generating leads and developing relationships in order to leverage public relations opportunities and increase awareness of *The Artery* within the University community and the greater public.
- 3) Overseeing the social media and electronic communications:
 - a) Keep the main social media accounts up-to-date with updates, postings, calls for submissions, etc.
 - b) Social media is used to send out invitations for events to the public and encourage viral distribution
 - c) Continue using existing Lakehead University e-based communication tools including the Events Calendar and Communications Bulletins
 - d) Work with the English Department administration to distribute information via the English Department website, and to distribute targeted info via the English student body email list.
- 4) Forming a strong partnership with the ESA Executives, and aiding in the creation and maintenance of the ESA brand identity; fostering cohesive communications and awareness for the ESA, and its related publications and activities
- 5) Seeking out opportunities for sale and distribution of *The Artery* and subsequent promotion of partner locations, etc.

6 – THE CHAIN OF COMMAND

The Chain of Command ensures order and longevity in the ESA. All members answer directly to the Vice-President and President on all issues. In the case that both the Presidents are unavailable, the Editor-in-Chief will assume authority. In the unfortunate situation that both the President and the Editor-in-Chief are unavailable, The Treasurer will assume authority.

7 -- ELECTIONS

Elections will take place annually at the end of April after the examination period. Elections will be for the Executive and Co-ordinator positions of the ESA. It is the responsibility of the President to inform all active members of the ESA of this event and it is to be held in the Artery room. Elections can be bypassed completely should no new interest in the Executive or Co-ordinator positions present itself, this is decided by majority vote. Each position is held for one academic year.

The candidates will each make a speech. After each nominee has given his/her reasons for wanting the position, the nominees will be asked to leave the room. At this point the President will distribute voting ballots. The Faculty Liaison will collect the ballots once people have completed them and folded them. While the speeches for the next position are being

delivered, the Faculty Liaison will tally the votes for the previous position. The Faculty Liaison will not be voting, thereby allowing for a non-biased referee. The President will tally them afterwards as well to provide a second authority.

After the elections are over, the results will be given in the initial meeting. The new Executives, current Executives, Faculty Liaison, active ESA members and co-ordinators will then stay and everyone else will be asked to leave the room. These individuals will then judge the applications for next year's Co-ordinators with the exception of the Faculty Liaison. The Faculty Liaison will serve as a mediator who provides his/her insight but remains unbiased in the decision making. If a member of this election committee has applied for a Co-ordinator position, then he/she will kindly be asked to leave the room until a decision on the given position has been made.

8 – IMPEACHMENT

In the unlikely event that an Executive or Co-ordinator member of the ESA should need to be impeached from their position, any active member of the ESA can do so by approaching the next highest Executive member with a letter to the President stating their case and reasoning. The individual must also provide the names, student numbers, and signatures of four other active ESA members who agree with the terms of the letter and the motion to impeach the Executive or Co-ordinator in question.

The President or Vice-President (depending on the case) will then confidentially address the issue to the Faculty Liaison. After this meeting, the President or Vice-President will send a letter to email to the individual in question letting them know of the matter and the reasoning behind the motion to impeach. The individual will then have a week to formulate a plea to remain in his/her post, assuming that he/she does not agree with the terms of impeachment and wants to keep his/her position.

A private meeting of the current members of the ESA (Executives, Co-ordinators, Faculty Liaison, and active members) will then be held. The President or Vice President will read the letter from the individuals, who have made the case, keeping the identities of these individuals private, to the ESA. The Executive or Co-ordinator in question will then be able to make his or her case in response to the allegations. The individual will then be asked to leave the room and a vote will take place. Members will be given the opportunity to abstain if they feel as if they do not know enough about the matter to make a valid election. Ballots will be distributed for the sake of confidentiality, and the Faculty Liaison will count the ballots.

The individual will then be informed by the Faculty Liaison as to whether or not he or she was been successful in keeping his or her post. If the individual has been asked to leave his or her post, then a discussion should follow as pertaining to who ought to fill the position for the duration of the term.

Grounds for impeachment would include:

- any violation of Lakehead University's Student Code of Conduct
- Harassment/ discrimination
- Acts of assault, intimidation or personal discrimination
- Regularly speaks in a disrespectful manner after being requested to stop by members
- Questions of plagiarism
- Does not encourage freedom of speech, and or safe and inclusive workplaces

For more information regarding Lakehead University's Student Code of Conduct, please refer to the following link.

<https://www.lakeheadu.ca/faculty-and-staff/policies/human-resources/harassment-and-discrimination-policy-and-procedures>

9 -- FACULTY LIAISON

Faculty Liaison

The Faculty Liaison will ideally have some background in creative writing and/or publishing. He or she serves as an important resource for the President and consults on any matters the President deems necessary. The Faculty Liaison brings experience and insight to the ESA and attends meetings. The Faculty Liaison does not vote on anything; however, he or she can provide his or her insight on a given matter. The Faculty Liaison's primary role is to ensure the continuity of the ESA and *The Artery* and to serve as a non-biased mediator whenever necessary. In the event of a breakdown in the ESA governance structure and/or elections process, the Faculty Liaison is authorized to step in and appoints members to the Executive or Co-ordinator positions until such a time as elections can be held.

10 – FUNDING

The Executives (President, Vice President, Editor-in-Chief, and Treasurer) vote on the distribution of funding, however, the Treasurer will be in charge of *all* financial transactions. These transactions include writing cheques, depositing revenue, withdrawing funds, etc. In order to ensure that funds are not improperly spent or reallocated, two members of the Executive team (Vice – President or President) must be present for each withdrawal and deposit. Cheques, likewise, will be signed by two parties. The account, therefore, must have

three signing authorities, whereby two individuals must be present each time. The Treasurer must also provide monthly budget reports in order to prove that the funds have been justly spent or deposited. Budget reports will be filed in the English Department office.

The ESA is a non-profit club. All funds must go directly back to *The Artery* either through the sale *The Artery* or fundraising events held by the ESA. The ESA must ensure that they have money left in the account at the end of the Winter term, which will be used for the publication of the Fall issue. The reasoning behind this need is that funding from outside sources, such as LUSU or The Study, is not readily available or guaranteed, nor is it enough to publish two perfect bound, professional issues of the literary magazine.

11 – VOLUNTEER BASIS

All members of the ESA are volunteers. No ESA funds will be used to pay a wage, an honorarium, provide an ESA member with a discount, or pay for a member's personal needs. The only financial coverage that will be provided to an ESA member is if a member requests gas money for duties in relation to the ESA. In this case, a mileage record and gas receipt is required.

However, the ESA will hold a minimum of one minor social event per term if the budget allows for this possibility. This social event will be for all members of the ESA (executive, coordinators, team members, class representatives, and liaisons). If the event takes place, then a suitable amount of funds will be used. The purpose of these events is to provide a method of thanks for all the hard volunteer work that the association does for the student body.

12 – AMENDMENT PROCEDURES

The ESA Constitution will be amended on an annual basis by the Executives and Co-ordinators. The committee will meet to discuss any possible revisions of additions that should be made to the constitution.