

Constitution of the Children's Literature Graduate Organization of the University of North Carolina at Charlotte

Created 6 September 2019

Section 1: Name

This organization shall be known as the Children's Literature Graduate Organization and referred to by the acronym CLGO.

Section 2: Purpose

The purpose of the Children's Literature Graduate Organization (CLGO) is two-fold. First, CLGO is designed to be a graduate student-led organization that promotes the discussion, exploration, reading, and social activities regarding the genre of children's literature. Second, CLGO will provide opportunities for networking with the faculty of the English department and with members of CLGO.

Section 3: Composition

The Children's Literature Graduate Organization shall be composed of:

A. The Executive Board: The executive board shall include the following officers: President, Vice President, Treasurer, and Secretary and shall be elected according to and perform the duties outlined in the Bylaws Section 4.

B. Membership: The Children's Literature Graduate Organization shall be open to all students enrolled at the University of North Carolina at Charlotte.

C. Faculty Advisor: A Faculty Advisor within the English department shall be selected in accordance with the Bylaws. The Advisor shall act as a liaison between the students and the larger faculty and administration. This individual is not considered a member of the Children's Literature Graduate Organization and does not have voting rights.

Section 4: Powers of the Children's Literature Graduate Organization

Children's Literature Graduate Organization shall have the powers and responsibilities to accomplish the following:

A. To enact laws and conduct business necessary and proper to promote the general welfare of the members of the Children's Literature Graduate Organization.

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Section 3: Function

The Children's Literature Graduate Organization shall provide the following functions:

- A. Provide networking opportunities with other English graduate students.
- B. Provide volunteer and engagement activities with the English department, the UNC Charlotte community, and the greater Charlotte area.
- D. Make available information on regional and national conferences and help graduate students get there by offering travel reimbursements. (See bylaws for rules.)
- F. Host an annual colloquium at UNC Charlotte—the CLGO Colloquium.

Section 4: Executive Board

The Executive Board of the Children's Literature Graduate Organization shall consist of a President, Vice-President, Treasurer, and Secretary who perform the following duties:

- A. President
 - a. Shall act as chairperson of the Executive Board and at all membership meetings.
 - b. Shall hold the best interests of the graduate students in the English program, objectively presenting student opinions and concerns to the proper authority(s).
 - c. Shall oversee any business or programs of CLGO, maintaining proper discretion, motivation, and order
 - d. Shall represent the organization in its external affairs including, but not limited to, the Graduate and Professional Student Government (GPSG).

B. Vice President

- a. Shall preside at meetings and represent the organization in its external affairs in the event the President is unable to perform his or her duties.
- b. Shall assist the President as delegated and act as advisor to the President.

C. Treasurer

- a. Shall manage all funds held by CLGO, and shall keep a permanent record of all financial matters and transactions.
- b. Shall be responsible for bill payments and financial reimbursements.
- c. Shall prepare an annual budget request to be submitted to the GPSG.
- d. Shall perform all other duties as delegated by the President.

D. Secretary

- a. Shall prepare the minutes for all business meetings of CLGO and the executive board.
- b. Shall provide copies of all minutes to all members.
- c. Shall handle official correspondence of CLGO except where officially delegated otherwise.
- d. Shall keep a permanent record of all Constitutional amendments, bylaws, and acts passed by CLGO, and shall be responsible for handing out an updated version of this document at the beginning of each semester.
- e. Shall be responsible for CLGO website updates.
- f. Shall perform all other duties as delegated by the President.

Section 5: Elections

- A. Nominations and elections for the President, Vice President, Secretary, and Treasurer of the Children's Literature Graduate Organization shall be made in April for the following academic year.
- B. If no one is nominated, the Executive Board of the Children's Literature Graduate Organization has the power to appoint a member to fulfill the term.
- C. Nominations will be made via email to the Children's Literature Graduate Organization.
- D. A written, secret ballot will be used in voting.

Section 6: Removal of Officers

- A. Any officer shall be automatically removed from office if they cease to be a student in good standing at the University of North Carolina at Charlotte.
- B. At any time, an officer who has not completely fulfilled their duties as stated in this constitution can be removed from office by a simple majority (50% + 1) vote of the membership.

Section 7: Membership

Those eligible for membership within the Children's Literature Graduate Organization shall be graduate students presently enrolled at the University of North Carolina at Charlotte.

Section 8: Removal of Members

A. Any member shall be automatically removed from the organization if they cease to be a student in good standing at the University of North Carolina at Charlotte.

B. At any time, a member who has negatively represented CLGO for a reason other than good academic standing can be removed from the organization by a simple majority (50% + 1) vote of the membership.

Section 9: Dues

Members do not pay dues, but must fill out an application each academic year (August to August).

Section 10: Meetings

A. The Executive Board shall meet at least once per month during the fall and spring semesters.

B. The Children's Literature Graduate Organization will hold membership meetings no fewer than two times per semester. During these meetings, a quorum of two-thirds the membership must be present in order to enact any rules, votes, and conduct any business for the Children's Literature Graduate Organization.

Section 11: Treasury Laws

A. Budget Approval: Budget may be approved by a simple majority (50% + 1) of a quorum as outlined in the Bylaws.

B. Travel Requests and Reimbursement: Members may request funds for travel by following these guidelines:

a. The member shall notify CLGO via email as soon as they know that they are interested in attending a conference.

b. The member should send CLGO a request for travel money when sending in a proposal to a conference.

c. Travel requests must be made to CLGO five weeks in advance.

d. All CLGO travel guidelines must be understood and followed by the member requesting the money. It is the member's responsibility to get all forms filled out and signed.

e. Travel money is reimbursed, not given in advance.

f. The member must submit receipts to CLGO within one week of returning from the conference.

g. If these guidelines are not met, CLGO cannot do anything to correct the problem.

- h. Travel money is awarded on a first come, first serve basis.
- i. Those students with proposals accepted to a conference have first priority; however, some funds are sometimes available to those students who simply want to attend a conference. In this case, the above guidelines must still be followed.

Section 12: Formation of Special Committees

The Executive Board may form and dissolve committees at their discretion.