



Name and Objectives

ECHO-ENG is an organization that consisted of English majors. The ECHO-ENG journal is aimed at providing students with a platform to present their literary works. Workshops and other activities hosted by ECHO-ENG are aimed at teaching and offering counsel to students who are interested in literary writing. The ECHO-ENG official WeChat account is aimed at providing information and sharing posts of English majors and events of ECHO-ENG.

Membership

Membership is limited to current full-time registered WKU College of Liberal Arts students.

**To apply for membership, candidates must meet the following requirements:**

1) Comply with laws and regulations and *Student Code of Conduct* and never receive any never receive any remedies and sanctions including written warning, letter of reprimand, probation, suspension and expulsion.;

2) Have excellent academic performance with academic year’s GPA of 3.0 or above and without failed major-required courses;

3) Support the constitution of the organization.

**Membership procedures are:**

1) Apply for membership

2) Participate in the interview(s) required

3) Discussed and approved by the current members

Officers and Duties

President (1):

1) Organize leadership, formulate an overall plan of the organization

2) Supervise the completion of each task of each department

Leader of Public Relations Department (1):

1) Manage the PR department

2) Supervise the completion of each task in the department, including writing emails, contacting contributors and reviewers, developing cooperative relationships with the literary journals in other universities

Leader of Media Department (1):

1) Manage the Media department

2) Supervise the completion of each task in the department, including running the WeChat public account, designing posters and typesetting the journals.

Leader of Editing Department (1):

1) Manage the Media department

2) Supervise the completion of each task in the department, including dealing with team member arrangement and makes rules for editing and typesetting.

Meetings

ECHO-ENG will hold a regular weekly meeting (tentative on Sunday). The weekly meeting aims to summarize the work of the previous week and forecast the work and activities of the next week. The total number of meetings each semester is around 15 times.

1. The procedure of the regular meeting is as follows:
	1. **Determine the agenda**: identify the topic of the meeting.
	2. **Determine the time, place, and participants**: determine the venue and participants according to the size and topics of the meeting.
	3. **Notice to attend the meeting**:for the participants to inform the meeting time, place, content in advance, for temporarily unable to contact the personnel and cannot attend the meeting to make notes and leave notes.
	4. **Preparation for the conference**: seat arrangement, conference sign-in, venue layout, etc.
	5. **Take notes**: take minutes of meeting, including verbiage and image, for future reference. Summarize main points of the meeting and upload minutes of meeting on SharePoint to enable every member to make immediate changes.

1. Special meetings may be called by the president and group leaders when an emergency arises.

Standing Committees

President: In charge of general issues; make development plans.

Media Department: In charge of the official WeChat account of ECHO-ENG.

Public Relations Department: In charge of the email account of ECHO-ENG; contact related individuals or groups including faculty editors, student writers, the library, etc.

Elections and Vacancies

**General election preparation stage:**

1. Forming an election committee. The president shall convene a core meeting among the management to determine the members of the election committee. Appointing the current president as the chairman of the committee.
2. The election committee shall hold a meeting to determine the method and specify rules of the election.
3. The election committee shall collect each member’s wishes of the next management, then recommend candidates to be candidates for the next management.
4. Conducting a meeting and reporting the selected candidates to the whole community.

**Official election phase**: The management shall discuss and select one of the following four election methods:

1. **Referendum system**: Make sure the number of candidates is higher than the available management positions. Then calling upon all members to vote. Each member holds equal voting weight.
2. **Core management election system**: Only the core management (the president and the team leader) has the right to vote: two votes for the president and one vote for each group leader.
3. **New chairman referral system**: Select the successive president by the first two methods. Then, the new president shall draw up the list of candidates for the accompanied management. The selection of vacant positions will be discussed by the election committee then publicized to the whole community.
4. **Candidates grouping system**: This way is only available when there are more than three candidates who keen on being the president. Each presidential candidate shall form his/her election team, including the president and two group leaders. Then, following the first two ways to select the winning group.

Removal and Succession of Officers

The core management (the president and two department leaders) holds the power of appointment and removal. The core management must publicize the decision to the whole community concerning but not limited to the following situations:

1. Worsen the reputation of the community.
2. Fail to perform the duties of a manager or member without rational reasons.
3. Conduct behaviors like deception, extortion, defamation, bribery within the community.
4. Take advantage of the job to satisfying personal interests.
5. Be absent from the community’s activities for more than three times.

Besides, regular members have the right to impeach the president and two group leaders by conducting a referendum. If more than 2/3 (including) members consider the concerned person matches the situations mentioned above, the targeted person must resign. The rest members of the election committee shall fill the vacancy following the election methods.

Amendments

Any amendments related to group structure would have to be decided through voting. All members vote minor changes within a specific group apartment in this department, and the amendment would be passed if all members’ agreement. Significant changes such as changing the leader of the organization would have to be voted by all group members with 100 percent of members vote for agreeing. The notice would be sent by email to the related members.

Each member holds the same weight in voting, except for the leader of the organization who holds the final decision-making right.

Advisor

ECHO-ENG’s faculty advisor is Dr. Anna De Vaul, who is experienced in teaching creative writing and poetry.

University Regulations

**Funding and financial regulations**

1. The school year budget will be planned and submitted to the College of Liberal Arts at the beginning of every school year.
2. The president will receive the money after the budget is permitted.
3. The budget authorized by the university is used for the issues of journals, academic activities and the purchase of souvenirs.
4. Private or eternal bank accounts are not permitted under any circumstances.
5. The supplemental budget is negotiable with the College of Liberal Arts.
6. Additional funds from society are eligible for the running of the organization.
7. Any money remaining in the organization will be saved for the next school year.
8. No membership fees and refunds to join in or exit the organization.

**Publicity Regulations**

1. The organization may upload information and related files to the official WKU websites for all clubs and organizations.
2. Organizations may use means of publicity available to them permitted by the Office of Student Affairs and the Media Center. Publicity procedures are provided by Students Affairs.
3. The organization is permitted to use the official email address of the College of Liberal Arts if necessary.
4. All publications and broadcasts must adhere to regulations and guidelines of the university’s media.

Updating an Existing Student Group Constitution

In order for a student group or organization to update their Constitution, the student group must follow the procedures outlined within their existing Constitution. The general body of the organization must approve the proposed amendment(s) by the margin outlined in the existing Constitution (ex: a majority vote, a 2/3 vote, a 3/4 vote, etc...). Once the general body has approved the amendment, and the minutes of the meeting reflect such a vote, the organization must submit the revised Constitution document electronically to the Center for Leadership and Service for review. The Constitution will be checked to ensure that the organization still meets the minimum requirements for student group recognition. Upon review, the Center for Leadership and Service will upload the new student group's Constitution.

For more information about updating your student group or organization Constitution, please contact the Center for Leadership and Service, located in General Education Hall D203.