

The College Voice Constitution

ARTICLE I, NAME.

1. The name of the organization is *The College Voice*.

ARTICLE II, PURPOSE.

1. The purpose of *The College Voice* is, but not restricted to: publishing an editorially independent newspaper and engaging in other publishing enterprises (i.e. online publication). All publications of *The College Voice* must uphold journalistic ethics.

ARTICLE III, MEMBERSHIP.

1. Membership may not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national or ethnic origin, visible or invisible disability or status as a disabled veteran or veteran of the Vietnam War.
2. Voting membership is open to any matriculated student of Connecticut College.
3. Non-voting membership is open to faculty, staff, administration and their families.
4. Membership not provided for in Article III, Sections 1 and 2 shall not exceed 10% of the total registered membership.
5. Requirements for membership are ...(list any applicable requirements)
6. Voting members must be registered with the club in order to cast votes during organization meetings.

ARTICLE IV, ORGANIZATION.

1. The Editorial Board for *The College Voice* shall include, but not be limited to, the Editor-in-Chief, Managing Editor, News Editor(s), Sports Editor(s), Opinion Editor(s), Photography Editor(s), Arts and Entertainment Editor(s), and Layout Editor(s).
2. The Business Manager for *The College Voice* shall not sit on the Editorial Board, but shall act as a separate entity under the Managing Editor.
3. The Staff for *The College Voice* shall include, but not be limited to, writers, photographers, artists, business staff, copy editors, and couriers.

ARTICLE V, DUTIES.

1. The Editor-in-Chief

- The Editor-in-Chief shall act as Chief Executive Officer of *The College Voice*.
- The Editor-in-Chief shall call and preside over all meetings of the newspaper Staff and Editorial Board.
- The Editor-in-Chief shall have the authority to make assignments, e.g. articles, prior to publication.
- The Editor-in-Chief shall oversee the layout and production of *The College Voice*, and make final decisions pertaining to the production of each issue in consultation with the Editorial Board. This includes, but is not limited to: style, content, tone, quality, layout, production, and editorial viewpoint.
- The Editor-in-Chief shall have final content approval of all submissions (advertisements, articles,

editorials, letters to the editor, etc.).

- The Editor-in-Chief shall coordinate and attend meetings with College Relations and/or other advisors of *The College Voice*.
- The Editor-in-Chief shall adhere to all governing laws concerning libel, privacy and obscenity.
- The Editor-in-Chief shall spearhead efforts to recruit new Staff members.
- The Editor-in-Chief shall nominate articles for local and national competitions, in consultation with section editors.
- The Editor-in-Chief shall set, publish, and adhere to a publication schedule that includes a minimum of 10 issues per semester with the opportunity to publish additional special issues.
- The Editor-in-Chief shall spearhead a bi-yearly Staff and Editorial Board training program.
- The Editor-in-Chief shall serve as the official representative of *The College Voice*, along with the Managing Editor.
- The Editor-in-Chief shall spearhead ongoing public relations campaigns to promote the longevity of *The College Voice*.
- The Editor-in-Chief shall oversee work of the Managing Editor, including, but not limited to, approving bi-yearly budgets.
- The Editor-in-Chief, along with the Managing Editor, shall choose the following year's Editor-in-Chief and Managing Editor.

2. The Managing Editor

- The Managing Editor shall be responsible for the day-to-day management of *The College Voice*, and act as the Chief Operating Officer of the newspaper.
- The Managing Editor shall act as head copy editor. This role includes, but is not limited to, overseeing copy editors and editing the final version of weekly issues along with the Editor-in-Chief.
- The Managing Editor shall supervise the business staff with responsibilities that include, but are not limited to: leading weekly meetings with Business Manager (as well as any other staff related to the Business Manager) and creating a budget for *The College Voice* with the business staff and recommending it to the Editor-in-Chief, who maintains final approval.
- The Managing Editor shall maintain the authority to create a sub-committee for business, copyediting, distribution, or other management as seen fit.
- The Managing Editor shall maintain responsibility for distribution of *The College Voice*, which includes, but is not limited to, hiring and overseeing the couriers and mailing out weekly subscriptions with the Business Manager.
- The Managing Editor shall attend meetings with College Relations and/or other advisors of *The College Voice*, as well as weekly Staff and Editorial Board meetings.
- The Managing Editor shall maintain all records and files of *The College Voice*. This includes, but is not limited to contact information of staff and archives of *The College Voice*.
- The Managing Editor shall oversee maintenance of office technology and office supplies.
- The Managing Editor shall maintain *The College Voice* office, including checking mail, voicemail messages, and *The College Voice* email account(s) and distributing information to the necessary Staff or Editor.
- The Managing Editor shall fulfill the role of Editor-in-Chief should the Editor-in-Chief be absent.

- The Managing Editor shall serve as the official representative of *The College Voice*, along with the Editor-in-Chief.
- The Managing Editor, along with the Editor-in-Chief, shall choose the following year's Editor-in-Chief and Managing Editor.
- The Managing Editor shall choose the following year's Business Manager.
- The Managing Editor shall report directly to the Editor-in-Chief and assist with any additional tasks the Editor-in-Chief sees fit.

3. **The Business Manager**

- The Business Manager shall be responsible for organizing all advertisement placements in *The College Voice*. This includes, but is not limited to: acquiring and maintaining clients, tracking insertion orders, organizing advertisement artwork into a folder for weekly issues, sending copies of the newspaper to clients on a weekly basis (tear sheets), invoicing clients, and communicating advertisement placement with the Managing Editor and/or Editor-in-Chief.
- The Business Manager shall be responsible for maintaining *The College Voice's* finances and budget along with the Managing Editor. This includes, but is not limited to: making deposits, filling out check requests, producing a bi-yearly finance report with the Managing Editor, and keeping record of all outstanding balances with advertisement companies.
- The Business Manager shall be responsible for sending out weekly issues to *The College Voice* subscribers and maintaining a list of subscribers.
- At the end of each semester, the Business Manager must email advertisement rates and publishing dates to all advertisement agencies *The College Voice* worked with over the semester, as well as local businesses that placed advertisements.
- The Business Manager shall attend weekly meetings with the Managing Editor and/or business staff.
- The Business Manager shall report directly to the Managing Editor and assist with any additional tasks the Managing Editor sees fit.

4. **A Section Editor**

- A Section Editor shall specialize in one part of the newspaper: for example, news, photography, opinion, entertainment, etc. and preside over any associated Staff.
- A Section Editor shall generate content ideas and meet with associated Staff on a weekly basis to hear Staff's ideas, review ideas already generated, and give assignments.
- A Section Editor shall coordinate deadlines and all submissions to their respective section.
- A Section Editor shall assist any associated Staff who requires help and work with Staff to produce content that is appropriate for publication in *The College Voice*.
- A Section Editor shall layout their respective section of *The College Voice* and work with the Editor-in-Chief and Managing Editor to edit all content.
- A Section Editor shall attend Editorial Board meetings.
- A Section Editor shall choose the following year's respective Section Editor.

5. **The Staff**

- The Staff shall, under the direction of the Editorial Board, perform duties related to the production of *The College Voice*.

ARTICLE VI, ELECTIONS.

1. The Staff may be called upon by the Editorial Board to make non-binding recommendations on candidates.
2. The Editor-in-Chief and Managing Editor shall choose the following year's Editor-in-Chief and Managing Editor. The Editor-in-Chief and Managing Editor must have been previously on the Editorial Board or been a Business Manager for at least one semester.
3. The Managing Editor shall choose the following year's Business Manager. The Business Manager need not have previously served on the Editorial Board.
4. Section Editor(s) shall choose the following year's Section Editor(s) of their respective section. The Section Editor need not have previously been a writer for the section, nor a member of the Editorial Board.

ARTICLE VII, VOTE OF REMOVAL.

1. A vote of removal may be held when a Petition with the signatures of no less than six members of the Staff is submitted to the Editorial Board.
2. The Petition must have the name of the person against whom the vote is going to be performed, an explanation of why the six signatories desire the vote, which must include a substantiated charge of "gross misconduct," "violation of journalistic ethics," and/or failure to follow the Editorial Board's policies.
3. The full Editorial Board shall vote on this petition. In the case that the person against whom the vote is going to be performed is an Editorial Board member, that person may not vote.
4. If the result of the vote is negative, that is against the person in question, the Editorial Board shall remove that person from the Editorial Board or Staff.
5. If a vote of removal is held for an Editorial Board member and the voting Editorial Board members are unable to reach a majority, the Staff will vote.

ARTICLE VIII, QUORUM.

1. Quorum in the Editorial Board is said to have been reached when four members, including the Editor-in-Chief and/or Managing Editor, are present to vote.

ARTICLE IX, AMENDMENTS.

1. Amendments to this constitution must be presented to the Editorial Board in written form.
2. Amendments must be approved by at least 4/5 of the Editorial Board.
3. Amendments must be approved by the Student Government Association.

ARTICLE X, TERMS OF OFFICE.

1. Members of the Staff and Editorial Board shall serve a period of two semesters unless removed under the provisions of this constitution, resign, or go abroad.
2. Incumbent members, at the end of their term, may reapply for the position, or another position, under the provisions of the constitution.
3. The Editorial Board may create new positions as necessary.
4. In the event that an Editorial Board position is vacated during an academic year, the Editorial Board may appoint a replacement to assume the full responsibilities of the respective position as set forth in this constitution. The duration of the appointment shall be valid until the expiration of the specified term of office.

ARTICLE XI, RATIFICATION

1. This constitution must be ratified by the Student Government Association.

Edited Spring 2009 by Claire Gould, Managing Editor.