

CSUCI Yearbook Constitution
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Article I
Name

Section 1. The name of the organization shall be **The Nautical.**

Article II
Purpose

Section 1. The purpose of this organization shall be to provide the CSUCI community with a journalistically sound annual yearbook that is a culmination of the past academic year.

Article III
Membership

Section 1. Membership shall be open to any member of the CSUCI community, who is in good standing with the university.

Section 2. Members shall not be expected to pay any type of dues during their involvement in The Nautical.

Section 3. Any student who has attended at least one meeting during the year OR contributed writing, artwork or a layout shall be considered a staff member.

Section 4. Members considered to be inactive may not hold leadership positions and may lose their staff member title and position.

Article IV
Meetings & Elections

Section I. Meetings will be held Wednesday afternoon in the Yearbook Office. All staff are expected to attend these meetings or at least notify the Editor in Chief of absence. The staff is expected to work individually on their sections and report in a timely manner.

Section II. The incoming Editor-in-Chief will be appointed by the outgoing Editor-in-Chief. This decision will take place the final week of Spring Semester. The appointment will be confirmed by a majority vote of the officers.

- Section III. The current Editor-in-Chief shall choose, based on interest, on the remaining positions.
- Section IV. In order to vote in a Yearbook election, a student must be a Staff Member.
- Section V. For any elections, articles of impeachment or amendments, 2/3 of current officers must be present or have indicated their vote in advance. Nominations, articles of impeachment, and amendments, may be submitted to the Editor-in-Chief prior to the voting via e-mail. The Editor-in-Chief must be present for all voting procedures.

Article V

Editor Requirements and Responsibilities

- Section I. The officers of the organization shall consist of the Advisory Board and Editorial Board, (Editor in Chief, the Business Manager, Layout Editor, Photo Editor, and Assignment Editor. Other officer positions may be added when needed at the discretion of the editor in chief.
- Section II. Qualifications for each student officer are as follows:
- a. All officers must meet the minimum GPA requirements as set forth by the Office of Campus Programs; any position may be held by any undergraduate student.
 - b. All officers must be active members
- Section III. The duties of the Editor in Chief shall include:
- a. oversee the production of the yearbook;
 - b. review all pages prior to their submission for printing;
 - c. meet with the faculty advisor monthly;
 - d. meet with the production representative monthly;
 - e. select the editorial staff;
 - f. handle the budget, in conjunction with the business manager and Advisory Board, for The Nautical Yearbook;
- Section IV. The duties of the Business Manager shall include:
- a. to draft the letter for mail request for book orders, student or parent ads and business ads;
 - b. to handle the budget, including ad rates, in conjunction with the Editor in Chief and Advisory Board;
 - c. to aid in the ad layout
 - d. to collect fees for the ads
- Section V. The duties of the Layout editor shall include:
- a. to oversee the completion of his/her responsibilities and staff;

- b. to coordinate all materials that will be printed on his/her respective pages;
- c. to obtain all layouts that will be printed on those pages;
- d. to delegate responsibilities as they see fit to the staff under them.

Section VI. The duties of the Photo editor shall include;

- a. to oversee the completion of his/her responsibilities and staff under them;
- b. to obtain all pictures that will be included in the yearbook;
- c. to ensure that all photos are properly managed and assigned;
- d. to delegate responsibilities as they see fit to the staff under them.

Section VII. The duties of the Assignment editor shall include;

- e. to assign deadlines and tasks to sections and staff;
- f. to oversee the completion of assignments and delegated tasks on time;
- g. to ensure all printing and page completion deadlines are met;
- h. to delegate responsibilities as they see fit to the staff under them.

Section VIII. The duties of the Advisory Board shall include;

- a. to advise Editor in Chief and Editorial board concerning yearbook management, deadlines, and expenses.
- b. to approve all expenses by yearbook staff by majority vote
- c. to oversee the overall completion of The Nautical Yearbook in a timely and professional manner
- d. to act in best interest of the organization

Article VI

The Requirements and Structure of the Senior Advisory Board

Section I. All members of the advisory board shall be appointed by the Faculty Advisory in conjunction with the Editor in Chief, and must satisfy all requirements laid out in Article III where applicable. The appointments will be confirmed by a majority vote of all the current officers, and take place at the end of spring semester.

Section II. The structure of the Advisory board shall consist of at least 5 members in total, of which at least four shall consist of staff and faculty of CSUCI (to include the faculty advisor, VPSA or his/her designee, and two additional staff or faculty members), and at least one consist of a student representative of CSUCI.

Article VII

Section I. The advisor to The Nautical shall be a current faculty or staff member of CSUCI.

Section II. The duties of the faculty Advisor shall include;

- a. sit on the Advisory board
- b. in conjunction with the Editor in Chief, select the incoming advisory board
- c. meet monthly with the Editor in Chief to advise the Editorial Board
- d. act as a faculty liaison for the yearbook

Article VIII

Officers shall be removed from office when the editor in chief believes they have not completed their section or upheld the duties listed in this constitution. Removal will occur upon a 2/3 consensus of the current officers.

Article IX

Proposals for amendments to the constitution shall be ratified upon a 2/3 consensus of the current officers.

Article X

The constitution shall be ratified by its members by a 2/3 consensus of the current officers.