Yearbook Constitution

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Last updated: 5/11 by Elysse Farnell

Article I

Name

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

Article II

Purpose

Section 1. The purpose of this organization shall be to provide the CI 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 CI student, 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. All staff members will have to submit an application to be considered an official member of the staff. If a student contributes writing, artwork or a layout they will be given name credit.

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. Meeting times will be determined during the summer and will be based on convenience for the whole staff. All staff members 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 assignments and report into the Assistant Editor in a timely manner.

Section II. The incoming Editor-in-Chief goes through an application, interview and selection process which mirrors the professional setting. They will submit (1) an ASI Entity Leadership Application, (2) professional cover letter and (3) resume detailing their leadership experience, work experience and two references. The selection committee will then determine which candidates will move on to the interview. The Editor-in-Chief applicant will then participate in a professional interview with the (1) selection committee and (2) ASI Executive Director and Entity Advisor specific to entity. The ASI Entity Selection Committee will deliberate and determine the ASI Entity leaders based on the applicant application, cover letter, resume, in-person interview and feedback from the ASI Executive Director and Entity Advisor. A final decision will be made towards the end of Spring Semester and must be formally accepted by the new Editor-in-Chief.

Section III. The Assistant Editor will go through the same selection process as the Editor-in-Chief. All other positions will be internally selected through an application process involving the Editor-in-Chief, Assistant Editor and The Nautical Advisor.

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 Entity Liasons and Editorial Board, (Editor in Chief, Assistant Editor, the Business Manager, Layout Editor, and Photo 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:

1. 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.
2. All officers must be active members

Section III. The duties of the Editor in Chief shall include:

1. oversee the production of the yearbook;
2. review all pages prior to their submission for printing;
3. meet with the faculty advisor monthly;
4. meet with editorial board monthly;
5. to keep promote the sales of the book;
6. to provide the proper environment and opportunities for leadership development among the staff;
7. to ensure that all those who ordered book have received them;
8. select the editorial staff along with the advisor;
9. handle the budget, in conjunction with the business manager, for The Nautical Yearbook;

Section IV. The duties of the Assistant editor shall include;

1. to assign deadlines and tasks to sections and staff;
2. to oversee the completion of assignments and delegated tasks on time;
3. to ensure all printing and page completion deadlines are met;
4. assist the Editor-in-Chief with their responsibilities when asked
5. to contribute to the overall vision of the book in production.

Section V. The duties of the Business Manager shall include:

1. to draft the letter for mail request for book orders, student or parent ads and business ads;
2. to handle the budget, including ad rates, in conjunction with the Editor in Chief and Advisory Board;
3. to collect fees for the ads;
4. to contact and recruit businesses for advertisements.

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

1. to oversee the completion of all page layouts;
2. to work with the editor-in-chief and staff of creating the ladder;
3. to review all layouts before they are sent to print
4. to work with staff to create a style that will be carried out through the book, including; fonts, colors and borders.

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

1. to oversee that all pictures that will be included in the yearbook have been obtained;
2. to ensure that all photos are properly managed and assigned;
3. to ensure that all photos used are the proper quality and size
4. to be in charge of any photoshopping requested of them.

Section VIII. Entity Liasons;

1. to keep communication between The Nautical Staff and their respective entity;
2. to ensure that all event put on by other entities are considered for representation in the yearbook;
3. to ensure that all major accomplishments of each entity is documented in the yearbook.

ArticleVI

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

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

1. sit on the Advisory board
2. in conjunction with the Editor in Chief, select the incoming advisory board
3. meet monthly with the Editor in Chief to advise the Editorial Board
4. act as a faculty liaison for the yearbook

Article VII

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 VIII

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

Article IX

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