The Nautical

Duties and Responsibilities of Members

# Article I: Membership

**Section 1: *The Nautical* will uphold membership standards set by the ASI By-Laws, ASI Entity Constitution and University Policy.**

**Section 2: Any student who has attended at least 80% of the meetings during the academic year and contributed at least one piece of content (writing, art work, layout, information, etc.) shall be considered a member. All members must meet the minimum GPA requirements as set forth by the Office of Campus Programs; any position may be held by any undergraduate student, graduate student, and/or credential student.**

# Article II: Duties and Responsibilities

**Section 1: The officers of the organization shall be the Editor-in-Chief, Visual Content Editor, and Student Publications Business and Marketing Manager. Editorial Staff positions may be added when needed at the discretion of the Editor-in-Chief. The Editor-in-Chief shall oversee all Editorial Staff position duties.**  **Design positions can be created as needed and overseen by the Visual Content Editor.**

**Section 2: Executive Officers**

1. All level I, II and III employees are held to the duties and responsibilities laid out in the ASI Entity Manual, ASI Entity Constitution and position descriptions.
2. Editor-in-Chief
	1. Regularly works twenty hours weekly and holds regular office hours.
	2. Meets regularly with CI administrators and ASI Professional Staff to seek guidance, advice and leadership direction. For complete list see ASI Entity Manual (University Support).
	3. Serves on the ASI Board of Directors and attends all monthly ASI Board meetings.
	4. Serves as the official spokesperson for the yearbook by creating a presence on campus representing the policies, views and opinions of the organization in its relationship with the campus and community-at-large.
	5. Oversee the production of the yearbook;
	6. Review all pages prior to their submission for printing;
	7. Select and train the editorial staff;
	8. Handle the budget, in conjunction with the Student Publications Business and Marketing Manager and Advisory Board, for *The Nautical*.
	9. Facilitate the sales of all yearbooks.
	10. Responsible for organizing all editorial meetings to ensure a successful publication of the yearbook and a meaningfully engaged staff.
	11. Performs all duties as outlined in the Editor-in-Chief’s position description.
3. Visual Content Editor
	1. Regularly works twenty hours weekly and holds regular office hours.
	2. Work directly with the Editor-in-Chief to ensure smooth, timely operation of the publication and to maintain a meaningfully engaged editorial staff.
	3. When the Editor-in-Chief is absent or unable to perform their duties, the Visual Content Editor assumes the responsibilities of the Editor-in-Chief.
	4. Attends all editorial staff meetings (attendance is not required when academic conflicts are present or due to emergency circumstances).
	5. Advise the Editor-in-Chief concerning yearbook theme, design, layout, content, deadlines, and expenses.
	6. Secure, manage, organize, select and caption the photographs and graphics to be placed in the yearbook, ensuring each image has the correct credit(s) and captions.
	7. Ensure a timely publication of the yearbook by setting and meetings quarterly deadlines and ensuring that all photography, layout and design deadlines are met.
	8. Oversee the printing and production of the annual publication.
	9. Collaborate with the Editor-in-Chief in developing a marketing campaign to increase campus awareness of yearbook sales.
	10. Serve as a representative for the yearbook, acting as a presence on and off campus, representing the policies, views and opinions of the organization in its relationship with the campus and community-at-large.
	11. Work closely with photographers and editors to ensure they receive assignments, meet deadlines and objectives and to provide input for any visual and editorial content.
	12. Performs all duties as outlined in the Visual Content Editor’s position description.
4. ASI Student Publications Business and Marketing Manager
	1. To attend all, ASI trainings, leadership staff meetings, leadership development seminars and budget meetings.
	2. To abide by the ASI Bylaws, and The Nautical’s constitutions as definitive governing documents.
	3. Meet with the ASI Student Programs Coordinator weekly.
	4. Attend ASI committee meetings and other required meetings related to this position
	5. To maintain effective and regular communication with The Nautical staff.
	6. Coordinate, update and maintain marketing schedules/plans for each entity
	7. Assist with the promotion of The Nautical, its leadership opportunities for students, and market these opportunities to generate increased membership.
	8. Market and promote entity related sales
	9. To regularly attend The Nautical editorial staff meetings (attendance is not required when academic conflicts are present or due to emergency circumstances).
	10. To regularly attend weekly The Nautical executive officer meetings.
	11. To assist The Nautical Editors in Chief in the development and presentation of an annual budget, as related to revenue, for each entity.
	12. Support the maintenance of updated tracking budgets and record of annual budget report notes.
	13. To hold regular office hours and to publicly post updated office hours each semester.

**Section 2: Nautical Staff**

1. Secretary
	1. Send agenda and required documents to Nautical team one week prior to meeting.
	2. Take minutes during Nautical General Meetings including roll call.
	3. Be the point of contact regarding meetings, documents, and information.
	4. Works under the Editor-in-Chief in conjunction with the members of The Nautical.
2. Photographer
	1. Photograph various events and projects on campus as assigned by the Editor-in-Chief.
	2. Must submit all photos to Visual Content Editor by assigned deadlines.
	3. Ensure all photo content brought in has been edited to ensure manageable work load for Visual Content Editor
	4. Photos must be high quality
3. Writer
	1. Provide journalistic coverage of various events and projects on campus as assigned by the Editor-in-Chief.
	2. Must submit all content to the Editor-in-Chief by assigned deadlines.
	3. Must follow the AP Style writing guide
4. Copy Editor
	1. Proofread all articles after submission and delivers to Editor in Chief
	2. Ensure the articles meet the Nautical writing style guidelines.
5. Social Media Manager
	1. Create visuals, text, and any content for The Nautical social media accounts.
	2. Frequently post ensuring the accounts are active; also responding to any messages.
	3. Works under the general direction of the Editor-in-Chief and Visual Content Editor
6. General Members
	1. Contribute event information, ideas, and content for the Nautical.
7. Officers shall be removed from office when The Nautical team believes they have not upheld the duties and responsibilities listed in this constitution. Removal will occur upon a 2/3 consensus of the executive team.

**Section 3: Amendments**

1. Proposals for amendments to the constitution shall be ratified upon a 2/3 consensus of the current members.
2. The constitution shall be ratified by its members by a 2/3 consensus of the current members.

Updated: 4/30/18