

# The Main Street Journal at the University of Delaware

## Constitution

### Preamble

The students at the University of Delaware do hereby form the literary magazine known as The Main Street Journal at the University of Delaware. The purpose of the organization is to collect contributions of art, writing and advertisement from students, faculty, professionals, Newark residents and its surrounding areas and publish them in a quarterly magazine.

### Articles

- I. **Group Name:** The literary magazine shall be known as The Main Street Journal at the University of Delaware.
- II. **Object of the Organization:** The magazine will collect contributions of art and writing from students, faculty, professionals, newark residents and its surrounding areas. The submissions will be published in a literary journal during each semester.
- III. **Affiliation with other groups:** The literary magazine shall accept contributions from any/all persons, and any work with an external group/organization shall be decided upon at the time of the event.
- IV. **Qualification/Criterion for Membership:** Members of the board shall include only undergraduate students who agree to and adhere to the stated purpose of the group. The board should consist of no more than eight students. Eligibility for any position on the board will be based on a majority vote from current members.
- V. **Nondiscrimination Clause:** The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. **Submissions:** All submissions will be accepted from students, faculty, staff, group members, etc. The submissions will be reviewed by the group's editors and will be selected based on a majority vote of the group members. Submissions will be collected through the mail and through email. Those selected will be notified by email. The Main Street Journal holds the right to hold the content not selected for use in later issues, unless the contributor otherwise says. If a group member submits a piece, he or she may not vote on its acceptance.
- VII. **Duties and Privileges for Members:** All board members must attend all meetings. Meetings shall be called as the president sees fit throughout the semester. All members of the board will be allowed to vote and run for positions on the staff. Members should attend all special events whenever possible.
- VIII. **Non-Voting/Representing members:** These members include part-time students, graduate students, alumni and community members and are NOT allowed to vote,

hold office, count towards the group's membership, nor have any influence upon decision making of the organization.

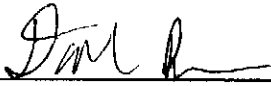
- IX. **Absence Policies:** All board members should attend all meetings whenever possible. In order for group members to receive credit, he or she must attend the majority of meetings.
- X. **Policies and Procedures for Member Disciplining/removal:** Any member of the board or group who are seen as disruptive, hostile or disrespectful of the group's stated purpose shall be removed from the group and asked not to return. A majority vote of board members shall determine who is or is not removed.
- XI. **Qualifications for officers:** All board members must be full time undergraduate students at the University of Delaware. All students holding a position must have completed at least one semester as part of the group. In addition, no students who are studying abroad for a semester or are second semester seniors are allowed to hold a position on the board.
- XII. **Officers:**
- A. **President/Editor-in-Chief:** any student selected as the president must have held a position on the board for at least one year. The duties of the position shall include:
1. running meetings
  2. handling day-to-day affairs
  3. Handle any/all issues with the activities & programs office as well as represent the group to the public.
  4. must handle all required paperwork for the groups continual success such as start of the Year, Mid year, and end of the year packets. the president will receive information from the activities & programs office by email.
- B. **Vice-President/Managing editor:** The vice-president shall work closely with the president to fulfill the duties listed above. In addition, the vice-president is to fulfill the duties of the president if he or she is absent, unable to serve or resigns. the vice president is also responsible for the following:
1. Checking the organization's mailbox
  2. Gathering information from other groups as well as distributing event information to other groups, including business promotions.
  3. The two managing editors have final say over submissions, should a conflict arise.
- C. **Treasurer/Finance Chair:** The student selected as treasurer of the group shall be responsible for the following:
1. Keeping track of all group expenditures and revenues.
  2. Write all checks and have all checks signed by the Activities & Programs office for the purpose of the organization.
  3. Maintain all group ledgers and checkbooks.
  4. Request all funding for the group from the allocations board.
- D. **Secretary/Managing editor:** The secretary is responsible for the following tasks:
1. Record events at all the meetings.
  2. Type and email all group members, updating them after each meeting.
  3. Responsible for keeping an accurate record of the past events/accomplishments of the group, including archiving issues of the magazine.
  4. Keeping a precise list of the list of members and email addresses.

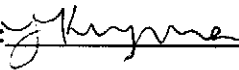
5. The two managing editors have final say over submissions, should a conflict arise.
- E. **Public Relations Chair:** The pr chair of the group is held responsible for the following:
1. Promotion of the group and it's events
  2. Creating posters and flyers for submissions and advertisements in the magazine, as well as get them approved by the activities & programs office.
  3. Updating the University's events website as well as relaying information to the webmaster to update the website.
  4. Submitting press releases to the appropriate organizations as well as ensuring the group is represented to promote the organization and build membership.
  5. Collect advertisements from business and other funders.
  6. Decide where the magazine shall be distributed.
- F. **Webmaster:** The webmaster is responsible for the following:
1. Designing the website and presenting it to the board.
  2. Updating the website every two weeks with new articles, events, pictures, etc.
- G. **Group Members/Editors:** The editors are a group of students who are responsible for reading and reviewing all submissions. They may also have a hand any other group task, such as layout, public relations, etc. They are expected to attend the majority of meetings and events.
- XIII. **Selection of Board/Group Members:** The board selects students for the following year's team.
- A. Any student selected to the board must have served as a group member for at least a semester. The student selected as president must have served the group for at least one year.
  - B. Group members are allowed to join and leave the publication at any time.
  - C. Students selected for positions will assume the position at the end of the academic year. His or her training shall begin three or four weeks before the end of the year.
  - D. All members selected for the upcoming academic year should be trained by the person holding the current position. All board members shall be introduced to the activities & programs office staff as well as the important policies and procedures untaken by the position.
- XIV. **Storage of Data:** All data including submissions, web design, layout and the like shall be stored on an external hard drive that is to passed within the group. The president shall be responsible for the care and handling of the hard drive, in addition to passing it to the following year's president. The hard drive should be portable and external that is a one time fee that is purchased using part of the standard budget allocated at the beginning of the year.
- XV. **Procedure for disciplining/Removing officers:** Below are the procedures for any disciplined/removed positions:
- A. The accusation is agreed upon by the entire board.
  - B. There must be right and fair evidence of the accusation.
  - C. The accused member(s) puts the liberty and well being of the group in jeopardy.
  - D. The accused student has the right to defend his or her side, after which the board will vote on the final decision.

- E. Should the group to decide to expel a member of the board, a new member will be selected to fulfill the spot. The new member will be trained in the necessary places to properly fulfill the spot.
  - F. All resignations should be addressed in a letter to the board explaining the reason for the resignation. If the president resigns or is removed from the group, the vice-president shall fulfill the duties of the president, until the end of the academic year. Any other positions shall be decided upon by the board.
- XVI. Meetings:** Meetings will be held on an as needed basis. As the publishing date gets closer, more meetings will be necessary. Some meetings will be for the board only, while others will be for the entire group; the decision shall be made by the vice-president. The vice-president is responsible for calling all meetings, and announcing them to the board four days prior to the meeting. The secretary is responsible for disseminating the memo to the rest of the group. Board members are required to attend all meetings. Attendance of the group's advisor is based on an agreement arranged between the advisor and the vice-president. if an emergency meeting is necessary,, those who can attend, should.
- XVII. By-Laws:** The organization shall have a majority vote of the board to carry out all of the above policies.
- XVIII. Procedures for decision-making:** Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
- XIX. Selection of an Advisor:** The Main Street Journal at the University of Delaware shall have an advisor who is a full time professional faculty or staff person ~~or graduate student~~. The advisor will be chosen by a majority of the board. The group has the right to change their advisor as they see fit at any time. In addition, the advisor holds the right to leave the group if he or she does not want to be associated with the group's practices. The duties of the group's advisor will be to:
- A. Attend meetings when asked (will be notified at least three days prior)
  - B. Offer advice on how to improve/modify the magazine.
  - C. Review the final copy of the magazine before the printing/publishing of the final copy.
- XX. Disbursal of organizational assets should the group become defunct:** The University of Delaware shall inherit the assets of any registered student organization should the group become defunct.
- XXI. Quorum:** A minimum of eight students (three from the board) shall be present at any/all meetings, in order to protect the well being of the organization. The only exception comes with board meetings where only 3 of board members must be present. If any board members are missing, all decisions will be decided upon at a later date, when the entire team can meet to discuss them. In addition, at least four board members must be present to carry out an board meeting.
- XXII. Rules for Ratifying the Constitution:** Any member of the group may propose a change to the constitution. Approval of changes to the constitution requires a majority vote of the board, and approval by the Activities & Programs Office.
- XXIII. Rules for amending the Constitution:** Any member of the group may propose a change to the constitution. Adding and removing articles/sections to the constitution

requires a majority vote of the board, and advanced notice to all members of the proposed change.

**Signatures:**

**President:**  \_\_\_\_\_

**Vice President:**  \_\_\_\_\_

**Activities & Programs Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_