

UDress Magazine Constitution
Created:

Preamble:

"We, the students at the University of Delaware, do hereby form the organization known as the UDress Magazine for the purpose of giving students the opportunity to explore various career possibilities through developing and publishing a bi-annual fashion magazine for and by the students of UD."

Articles

The articles should contain:

I. The Organization shall be known as UDress Magazine.

II. The object of the organization is to give students the opportunity to fulfill leadership positions that prepare them for real-life careers

The goal of the leaders is to delegate responsibilities to the UDress staff in order to produce one issue every Fall and Spring.

III. Qualification/Criteria for Selecting Membership:

Members elected to fill leadership positions must be full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this organization. They must acquire at least one semester of experience working on UDress under the director of the section they wish to lead.

Anyone affiliated with the University of Delaware may be a member of the organization. In order to be officially recognized as a member and have their name appear in the magazine's masthead, they must meet two criteria:

1. A section editor or team director must verify that the person has contributed to that particular issue of UDress.

2. They must pay their dues by an established deadline that will be based upon the timing of the

most part, discipline and removal of members will be at the discretion of the directors. Members who do not meet the two criteria stated in Article III are subject to having their membership revoked.

Removing/Disciplining Officers: If an officer feels that one of the other officers is not fulfilling his or her duties, they may bring it to the attention of the executive directors in the form of a letter. At this point, the executive directors shall investigate the situation and come to a decision using a 2/3 vote as to whether or not the officer in question shall remain in place, be re-elected the following semester (if it is in the fall) or be immediately replaced.

VIII. Officers

Executive Directors:

Section 1: President/Editor-in-Chief:

This organization shall have a President with the duties of calling and running directors' meetings and handling day-to-day affairs. The President shall be responsible for overseeing all aspects of the development and publishing of UDress Magazine. The President shall make all final magazine edits and decisions, as well as set all final deadlines. The President shall also be responsible for the registration of the Registered Student Organization (RSO) and all required paperwork for the continuation of the organization, including the End-of-the-Year, Mid-Year, and Start-of-the-Year packets, as well as Summer Contact Information. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees.

Section 2: Vice-President/Executive Editor:

The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The VP will work closely with the President to oversee all aspects the development and publishing of UDress and helping wherever needed. The VP must attend all editorial

Section 6: Secretary and Email Manager:

The Secretary shall record the events of all directors meetings of this organization and shall maintain minutes of those meetings when requested. The secretary shall take attendance of those present at group meetings as necessary. The Secretary shall also serve as the organization's historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary should also maintain the membership list and email database. The Secretary is also responsible for maintaining the UDressMag@aol.com account, which includes maintaining all reader feedback and contest participants. They are also responsible for sending out emails for the Editor-in-Chief when requested.

General Directors:

Section 7: Public Relations Director:

The Public Relations Director shall be responsible for all promotional events (except for the fashion show). This includes model searches, fundraising activities, promotional kiosks and events, and coming up with new ideas as well. The PR Director is also in charge of executing the special projects with our qualifying advertisers. The PR Director is responsible for the distribution of each issue, the development press releases, maintaining all contacts, and handling all opportunities to increase awareness of UDress. The PR Director must delegate these projects, events, and duties to members of the PR team as needed.

Section 8: Advertisement Director:

The Ad Director shall be responsible for obtaining enough sponsorship to produce the magazine each semester. The Ad Director will have to empower their team so that they can acquire new sponsors and form new partnerships for current and future issues of UDress. The Ad Director is also responsible for maintenance and distribution of the Media Kit and assisting the Publisher and EIC in budgeting and establishing monetary goals. The Ad Director must also keep an account of all incoming checks, receipts, and sponsors.

1. Fashion Fresh (Trendy and Seasonal)
2. What Dela-Wears (Campus Connection)
3. Real Wide World (Career and International)
4. The Lowdown on Your Upkeep (Health, Beauty, Fitness)
5. Love and Life With Style (Other)

The Section Editors are responsible for developing their section of editorial with their team of writers. They must attend all editor meetings, as well as hold their own team meetings throughout the development of each issue. They are responsible for meeting editorial deadlines and being extremely organized in contacting all members of UDress necessary to create each story.

Section 14: Legal Consultant/Fact Checker

This person is responsible for recognizing all legal issues and answering any questions that pertain to the legality of all magazine content, as well as during all UDress events. They must also do the final checking of all questionable facts.

Section 15: Fashion Coordinator

The Fashion Coordinator is responsible for the UDress Fashion Closet. They must make appropriate contacts in the area to acquire the clothes and accessories to be used in the photographs in UDress. The Fashion Coordinator is responsible for keeping these clothes in mint condition, scheduling fittings with models, and assisting at all photo shoots where the clothes are used. They are also responsible for reviewing all the fashion content that goes into the magazine for congruency and relevance.

Section 16: Proofreader

The Proofreader shall be the final reviewer of all written content in every issue. Any adjustments that need to be made should be brought to the attention of the editors. The Proofreader is also responsible for reviewing any content outside the magazine, but still associated with and provided by UDress (mass emails, letters, signage, flyers, etc).

IX. Qualifications for Officers - All directors must be full time, matriculated undergraduate students of the University of Delaware. Directors must have

issue, with the exception of the election of Fashion Event Chair. This ballot voted election shall take place in late November, after the conclusion of the Fashion Event and distribution of the fall issue.

XI. Meetings - Meetings should be held at each director's discretion. General guidelines for meetings are as follows: One meeting shall be held at the beginning of each semester including ALL members, and will be called to order by the Editor In Chief. Throughout the process of developing each issue, editorial meetings including Executive Directors and General Directors will be called to order by the Editor In Chief and will be held as needed, approximately once a month. Section meetings including director of section and his or her team will be called to order by the director of team and shall be held as needed, approximately three or more times a month, to discuss all issues through the development process.

XII. Dues - Dues will be collected by UDress, through payment given to any Officer, and ultimately received by treasurer, once a semester, for a total of two payments in each entire school year. Dues are established as \$20, and shall be paid in full by each member, to ensure membership status. If a member fails to pay dues, membership may be removed. Dues must be paid by the deadline, which will depend upon the final publishing layout of the issue, in each semester. Dues shall be paid in full, by cash or check (made out to UDress Magazine).

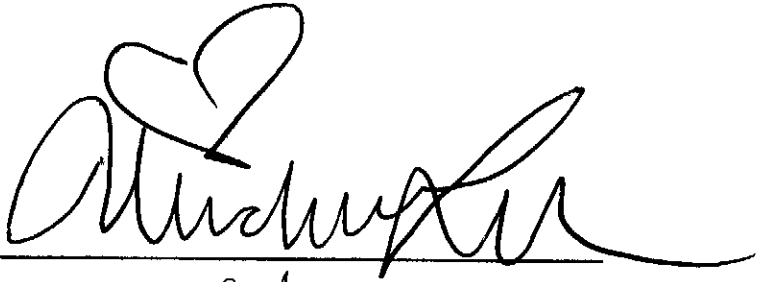
XIII. By-Laws - UDress shall establish by-laws to carry out the policies set forth in this constitution. A two-thirds vote or simple majority by all Directors is required to approve by-laws or changes in existing by-laws.

XIV. Procedures for decision-making - In the event of decision-making not covered through constitution and by-laws, the Executive Directors will conclude on decisions with majority voting.

XV. Establishment of Committees - All directors mentioned earlier in this constitution will be a leader


Signatures

President: Michelle Joni Lapidos



A handwritten signature in black ink, appearing to read 'Michelle Lapidos', written over a horizontal line.

Vice President: Heather Lumb



A handwritten signature in black ink, appearing to read 'Heather Lumb', written over a horizontal line.

Activities & Programs Staff:



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