

The Vassar Chronicle Constitution

Article I – The Vassar Chronicle

The name of this organization shall be *The Vassar Chronicle*.¹

Article II – Mission Statement

The Chronicle encourages discussion related to salient political, philosophical, and social issues across Vassar’s community of students, alumni, professors, administrators, and employees. *The Chronicle* seeks to publish a monthly journal - supplemented by multimedia and digital content - with articles grounded in a diversity of perspectives. All writers must put considered and mannered thought behind their writing. *The Chronicle* will strive to publish two to three physical editions per semester, no more than once per month.

Article III – Membership

Membership on *The Chronicle* Staff shall be open to all individuals who are currently enrolled as students at Vassar College. All individuals currently enrolled as students at Vassar College shall be welcome to all meetings of *The Chronicle*.

Article IV – The Chronicle Staff

The Chronicle Staff shall consist of all members of the Editorial Board, all assistant editors, and all columnists. Members of *The Chronicle* Staff, excepting the Treasurer and members of the Copy & Style and Production & Design staff, shall submit at least one half-page article per edition.

I. Executive Board

The Chronicle Executive Board shall consist of the Editor-in-Chief, the Managing Editor, and the Treasurer. The members of the Executive Board shall also be members of the Editorial Board, excepting the Treasurer.

A. Editor-in-Chief

The Editor-in Chief shall manage all functions of the paper. The Editor-in-Chief shall, amongst other duties which may arise in managing *The Chronicle*, organize the Editorial Board, coordinate & preside over meetings of the Editorial and Executive Boards, and facilitate all deadlines for production for the paper. The Editor-in-Chief shall also be the primary contact with the Vassar Student Association, and shall liaise with the Vice President for Activities.

¹ Hereafter referred to as *The Chronicle*.

B. Managing Editor

The Managing Editor shall assist the Editor-in-Chief with the management of *The Chronicle*. The Managing Editor shall maintain production schedules, communicate with members of the Executive and Editorial Boards, and inform individuals on *The Chronicle's* email list of upcoming meetings. The Managing Editor shall also deliver upon the Archivist of Vassar College two copies of each edition on the first day of distribution for aforementioned edition. The Managing Editor must take notes at all official meetings. Notes must include a record of all in attendance, and shall be distributed to all members of *The Chronicle* Staff following all official meetings. The Managing Editor will assume the responsibilities of the Editor-in-Chief in the event of The Editor-in-Chief's absence or incapacitation.

C. Treasurer

The Treasurer shall deal with all financial matters and shall maintain an inventory of all of *The Chronicle's* assets, including capital items. The Treasurer shall be the liaison to the Vassar Student Association's Vice President for Finance and the Finance Committee. The Treasurer shall solicit advertising and collect advertising fees. The Treasurer shall prepare a financial report at the end of each semester, which shall include all costs and revenue.

II. Editorial Board

The Editorial Board shall consist of a group of Editors, who shall solicit and edit articles for *The Chronicle*. The Editors shall work with writers whom they have solicited from to produce pieces that meet *The Vassar Chronicle Official Style Guide* and *The Chronicle's* standards for quality journalism. The Production & Design Editor and the Lead Copy Editor shall also be members of the Editorial Board. Each editor may have one assistant, at their discretion, to be appointed in consultation with the Editorial and Executive Boards.

A. Production & Design Editor

The Production & Design Editor shall design and layout the paper. The Production & Design Editor shall also be responsible for the general layout, design, and organization of any websites or online presence operated by the *Chronicle*. The Production & Design Editor may appoint an Online Assistant, in consensus with the Editorial Board, to handle the operations of any websites or social media pages operated by the *Chronicle*. The Online Assistant shall be a member of *The Chronicle* Staff.

B. Lead Copy Editor

The Lead Copy Editor shall organize the copy-editing staff in copy-editing all articles that shall appear in the paper.

III. Assistant Editors

Assistant Editors shall be responsible for soliciting and editing articles under the guidance of a member of the Editorial Board.

IV. Columnists

Columnists shall write one column per edition, which shall be at least one half-page in length.

V. Other Members of *The Chronicle* Staff

The Lead Copy Editor and the Production & Design Editor shall recruit and train individuals to assist in copy editing and production & design, respectively. These individuals shall be members of *The Chronicle* Staff, and shall be appointed by the same procedure as Assistant Editors.

Article V – Official Meetings

An official meeting of *The Chronicle* Staff will occur on a weekly basis. Business that should be conducted at each meeting will consist of updates from the various Editors on solicitation for the next issue, discussion of the staff editorial for the upcoming edition, and enhancing or streamlining the production process. Additionally, a paper critique will be conducted on the first meeting immediately following a successful production cycle.

I. Quorum

A meeting shall be official if and only if a quorum, consisting of over half the members of *The Chronicle* Staff, are present. The Editor-in-Chief will preside over the meeting, or the Managing Editor should the Editor-in-Chief be absent. Either the Editor-in-Chief or the Managing Editor must be present at an official meeting.

Article VI – Elections

This article shall include all procedure for elections and appointments, as well as guidance in dealing with any vacancies or absences.

I. Eligibility

All members of *The Chronicle* Staff shall be allowed to vote in Executive Board elections.

II. Executive Board

Elections for the Editor-in-Chief, Managing Editor, and Treasurer shall occur near the end of the second semester, before the final publication of the academic year has been printed. Two-thirds of the members of *The Chronicle* Staff must be present for an election to occur. Nominations shall be accepted from members of *The Chronicle* Staff, at the official meeting directly prior to the meeting at which the elections will occur. All nominations must be seconded by another member of *The Chronicle* Staff, and the nomination must be accepted by the individual nominated for the nomination to be considered. Only members of *The Chronicle* Editorial or Executive Boards may be nominated for an Executive Board position. Elections shall occur by secret ballot and winners shall be chosen by majority vote of *The Chronicle* Staff. In the event that an Executive Board member has been removed or has resigned from the Executive Board, or is absent or abroad from Vassar College, a special election shall be convened to fill the vacant position, following the procedures outlined in this article. Special elections should occur within two weeks of notice of vacancy.

III. Editorial Board

An individual shall be elected to the Editorial Board by consensus vote of the Editorial Board. Upon election to the Editorial Board, an individual shall remain a member of the Editorial Board until such time as they choose to resign, are impeached, or until they graduate or shall be on leave, in any form, from Vassar College. Those individuals who shall return to Vassar College shall resume their position, should they so choose.

IV. Assistant Editors

An individual shall be appointed an Assistant Editor by consensus vote of the Editorial Board. An individual shall remain an Assistant Editor until such time as they choose to resign, are impeached, or until they graduate or shall be on leave, in any form, from Vassar College. Those individuals who shall return to Vassar College shall resume their position, should they so choose.

V. Columnists

An individual shall be appointed a Columnist by consensus vote of the Editorial Board. An individual shall remain a Columnist until such time as they choose to resign, are impeached, or until they graduate or shall be on leave, in any form, from Vassar College. Those individuals who shall return to Vassar College shall resume their position, should they so choose.

Article VII – Removal of Members of The Chronicle Staff

Any member of *The Chronicle* Staff may motion, at any official meeting, for the removal

of any individual from *The Chronicle* Staff. Once that motion has been made, and if it has been seconded, then the removal of said individual shall be put up to discussion and vote. Removal proceedings should only be initiated if that member of *The Chronicle* Staff has been found to be irresponsible in executing their duties, incompetent in their position, or if that member has employed funds or property of the group for private gain. Any member facing removal shall have ample opportunity to defend themselves against any charges made. *The Chronicle* Staff shall then vote, by secret ballot, and the member shall be removed from their position by a $\frac{3}{4}$ majority vote of *The Chronicle* Staff.

Article VII – Guidelines

This Article shall include general guidelines for running the *Chronicle*.

I. Production Process

Certain timeless principles should guide the solicitation of articles, the production of the paper, and the distribution of hard copies in each month's production of the *Chronicle*. Articles should be solicited by the members of the Editorial Board, their assistants, and members of the Executive Board, excepting the Treasurer. These articles should then be reviewed by the section editors with the concept of enhancing the piece in mind, which should occur in consultation with the author of the article. Once this process is complete, an Editor should then forward articles to the Lead Copy Editor, who will organize the copy editing staff in copy editing all articles in each edition. All edited articles will be forwarded to the Production & Design Editor, who, along with the production & design staff, will insert the article into the paper and lay out the various pages, consisting of headlines, pictures, pull quotes, advertisements, etc., in conjunction with the Editorial Board. Once the production team has finished layout, the Editor-in-Chief and Managing Editor, along with any willing Editors, should re-read the entire paper so as to find and correct any lingering grammatical, factual, or stylistic errors.

II. Distribution

Distribution shall begin on the Tuesday after production weekend and continue every day afterwards until the inventory of papers has been exhausted. Copies should be distributed, in person, by all members of *The Chronicle* Staff in the College Atrium. Copies should be placed in the common areas or lounges of all dorms and academic buildings. Copies should be brought by the Editor-in-Chief to the various administrators of the College and the VSA Office. The Managing Editor shall be responsible for providing the Archivist of Vassar College with two copies of each edition, at the earliest time possible.

III. Staff Editorials

A Staff Editorial shall be published in each edition of *The Chronicle*. It must be supported by at least 70 percent of the Editorial Board.

IV. Advertisements

Advertisements published in *The Chronicle* must be clearly demarcated as such.

V. Copy & Style Rules

The *Chronicle* shall publish only articles that have been copy edited in accordance with *The Vassar Chronicle Official Style Guide*. For any conventions that are not covered in the *Official Style Guide*, copy editors shall defer to style conventions followed in the most current edition of the Associated Press Stylebook, which should be purchased as a capital item as revised editions are released. The *Official Style Guide* should be reevaluated and updated as necessary by the Lead Copy Editor, the Section Editors, the Managing Editor, and the Editor-in-Chief.

Article IX – Amendments to the Constitution

Amendments to this constitution may be made by a two-thirds majority vote of *The Chronicle* Executive and Editorial Boards.