

***The College Voice* Constitution**

ARTICLE I, NAME.

1. The name of the organization is *The College Voice*.

ARTICLE II, PURPOSE.

1. The purpose of *The College Voice* is, but not restricted to: publishing an editorially independent newspaper and engaging in other publishing enterprises (i.e. online publication). All publications of *The College Voice* must endeavor to uphold journalistic ethics as defined by internal documents.

ARTICLE III, MEMBERSHIP.

1. Voting membership is open to all Staff members.
2. A Staff member is defined as a Connecticut College student who has participated in the production of at least two issues of *The College Voice* in a substantial capacity (including writing, photography, etc.) in a given academic year, and to those students who are part of the Editorial and Management Staff.
3. No individual may be denied membership on the basis of discrimination of race, color, sex, sexual orientation, age, religion, national or ethnic origin, visible or invisible disability, or status as a war veteran.

ARTICLE IV, ORGANIZATION.

1. The Editorial Board for *The College Voice* shall include, but not be limited to, the Editor-in-Chief, Managing Editor, and a staff of Section Editors under the Editor-in-Chief.
2. The Managing Editor shall supervise the Management Staff of *The College Voice* which shall include, but not be limited to, Designers, Photography Staff, Business Manager, Copy Editors, and Social Media Staff.
3. The Staff for *The College Voice* shall include, but not be limited to, writers, photographers, artists, and couriers. All voting members will be considered *College Voice* staff.

ARTICLE V, DUTIES.

1. **The Editor-in-Chief**
 - The Editor-in-Chief is responsible for the overarching mission and vision of *The College Voice* as well as its execution.
 - The Editor-in-Chief shall serve as the official representative of *The College Voice*, along with the Managing Editor.
 - The Editor-in-Chief has the final say in all staffing decisions for the Editorial Board, and shall, in consultation with the Managing Editor, make decisions about staffing procedures.
 - The Editor-in-Chief shall call and preside over all meetings of the newspaper Staff.
 - The Editor-in-Chief shall oversee the production of all issues of *The College Voice*, and make final decisions pertaining to the production of each issue in consultation with the Editorial Board. This includes, but is not limited to: style, content, tone, quality, layout, production, and editorial viewpoint.
 - The Editor-in-Chief shall have final content approval of all submissions (advertisements, articles, editorials, letters to the editor, etc.).
 - The Editor-in-Chief shall coordinate and attend meetings with the advisors of *The College*

Voice.

- The Editor-in-Chief shall make sure that the publication adheres to all governing laws concerning libel, privacy, and obscenity.
- The Editor-in-Chief shall set, publish, and adhere to a publication schedule that includes a minimum of 10 issues per semester.
- The Editor-in-Chief, in consultation with the Managing Editor, may decide to remove members of the Staff. A written explanation must be provided for such a removal, explaining how misconduct, violation of journalistic ethics, or failure to fulfil duties brought about the removal. The Editor-in-Chief is responsible for providing prior warning to the Staff member in question in such a case.
- The Editor-in-Chief shall oversee work of the Managing Editor, including, but not limited to, approving bi-yearly budgets.

2. **The Managing Editor**

- The Managing Editor shall be responsible for the staffing of the Management Staff positions.
- The Managing Editor shall supervise copyediting. This role includes, but is not limited to, editing the final version of biweekly issues alongside the Editor-in-Chief.
- The Managing Editor shall supervise the Business Manager with responsibilities including, but not limited to, creating a budget for *The College Voice* with the Business Manager and recommending it to the Editor-in-Chief, who maintains final approval.
- The Managing Editor shall maintain the authority to create a sub-committee for business, copyediting, distribution, or other management as seen fit.
- The Managing Editor shall maintain responsibility for distribution of *The College Voice*, which includes, but is not limited to, hiring and overseeing the couriers and mailing out biweekly subscriptions with the Business Manager.
- The Managing Editor shall maintain all records and files of *The College Voice*. This includes, but is not limited to contact information of Staff and archives of *The College Voice*.
- The Managing Editor shall oversee maintenance of office technology and office supplies.
- The Managing Editor shall maintain the College Voice office, including checking mail, voicemail messages, and *The College Voice* email account(s) and distributing information to the necessary Staff or Editor.
- The Managing Editor will be responsible for arranging and supervising all gatherings, talks, and events that the *Voice* puts up, alongside the Editor-in-Chief.
- The Managing Editor shall supervise the work of Social Media staff and maintain the website and online presence of *The College Voice* in collaboration with Staff.
- The Managing Editor shall be responsible for organizing and collaborating on the process of printing the paper.
- The Managing Editor shall fulfill the role of Editor-in-Chief should the Editor-in-Chief be absent.

3. **The Business Manager**

- The Business Manager shall be responsible for organizing all advertisement placements in the College Voice. This includes, but is not limited to: acquiring and maintaining clients, tracking insertion orders, organizing advertisement artwork into a folder for biweekly issues, sending copies of the newspaper to clients on a biweekly basis (tear sheets), invoicing clients, and communicating advertisement placement with the Managing Editor and/or Editor-in-Chief.

- The Business Manager shall be responsible for maintaining *The College Voice's* finances and budget along with the Managing Editor. This includes, but is not limited to: making deposits, filling out check requests, producing a bi-yearly finance report with the Managing Editor, and keeping record of all outstanding balances with advertisement companies.
 - The Business Manager shall be responsible for sending out biweekly issues to *The College Voice* subscribers and maintaining a list of subscribers.
 - At the end of each semester, the Business Manager must email advertisement rates and publishing dates to all advertisement agencies *The College Voice* worked with over the semester, as well as local businesses that placed advertisements.
4. **A Section Editor**
- A Section Editor shall be responsible for producing one of the sections of the newspaper and preside over any associated Staff.
 - A Section Editor shall generate story ideas, meet with associated Staff on a biweekly basis to hear Staff's ideas, and give assignments.
 - A Section Editor shall coordinate deadlines and all submissions to their respective section.
 - A Section Editor shall assist any associated Staff who requires help and work with Staff to produce content that is appropriate for publication in *The College Voice*.
 - A Section Editor shall layout their respective section of *The College Voice* and work with the Editor-in-Chief and Managing Editor to edit all content.
 - A Section Editor shall attend Editorial Board meetings.
5. **The Staff**
- The Staff shall, under the direction of the Editorial Board, perform duties related to the production of *The College Voice*.

ARTICLE VI, ELECTIONS.

1. The Editor-in-Chief shall be elected by the Editorial Board in the Fall term of every academic year. Only members of *The College Voice* Staff shall compete in elections.
2. The Editor-in-Chief shall appoint the Managing Editor. The Managing Editor must have been previously on the Editorial Board or Managing Staff for at least one academic year.
3. The Managing Editor shall choose the following year's Management Staff.
4. The Editor in Chief shall choose Section Editor(s) using an application process.
5. The Staff may be called upon by the Editorial Board to make non-binding recommendations on candidates.

ARTICLE VII, VOTE OF REMOVAL.

1. A vote of removal must be held to end the term of the Editor-in-Chief, Managing Editor, and Business Manager prematurely.
2. A vote of removal may be held when a petition with the signatures of no less than six members of the Staff is submitted to the Editorial Board.
3. The Petition must have the name of the person against whom the vote is going to be performed, an explanation of why the six signatories desire the vote, which must include a substantiated charge of "gross misconduct," "violation of journalistic ethics," and/or failure to follow the Editorial Board's policies.
4. The full Editorial Board shall vote on this petition. The person against whom the vote is conducted

may not vote.

5. If the result of the vote is negative, that is against the person in question, the Editorial Board shall remove that person from the Editorial Board or Staff.
6. If a vote of removal is held for an Editorial Board member and the voting Editorial Board members are unable to reach a majority, the Staff will vote.

ARTICLE VIII, QUORUM.

1. Quorum in the Editorial Board is said to have been reached when four members, including the Editor-in-Chief or Managing Editor, are present to vote.

ARTICLE IX, AMENDMENTS.

1. Amendments to this constitution must be presented to the Editorial Board in written form.
2. Amendments must be approved by at least 4/5 of the Editorial Board.
3. All Amendments must be approved by the Student Government Association.

ARTICLE X, TERMS OF OFFICE.

1. Members of the Management Staff and Editorial Board shall serve a period of two semesters unless removed under the provisions of this constitution, or resign.
2. Incumbent members, at the end of their term, may reapply for the position, or another position, under the provisions of the constitution.
3. In the event that an Editorial Board position is vacated during an academic year, the Editorial Board may appoint a replacement to assume the full responsibilities of the respective position as set forth in this constitution. The duration of the appointment shall be valid until the expiration of the specified term of office.

ARTICLE XI, LETTERS TO THE EDITOR.

1. Letters to the editor are unsolicited and do not go through *The College Voice's* editing process. They are solely the opinion of the writer, and in no way reflect the views of *The College Voice*, its editorial staff, or Connecticut College.
2. Letters to the editor must be submitted as a response to an article, letter, or editorial written in the most recent issue of *The College Voice*.
3. Letters to the editor will be accepted within one (1) week of publication sent to eic@thecollegevoice.org, and will not be accepted in PDF form.
4. *The College Voice* retains the right to not publish a letter to the editor.

ARTICLE XII, REMOVING ONLINE CONTENT.

1. If an individual is requesting to have past online content removed from our website, they should email eic@thecollegevoice.org.
2. The removal of online content will be left to the discretion of the current year's Editor-in-Chief.

ARTICLE XIII, RATIFICATION

1. This constitution must be ratified by the Student Government Association.