Constitution of
EASTERN CONNECTICUT STATE UNIVERSITY
SUSTINET
Updated Fall 2006

PREAMBLE

We, the members of the Eastern Connecticut State University Sustinet / Yearbook Club, in order to promote a unified community among the students of ECSU through the development of an annual yearbook, so hereby establish this constitution for the Sustinet.

ARTICLE I
Name
The body and its participating membership shall be known as the Eastern Connecticut State University Sustinet.

ARTICLE II
Purpose
The Purpose of the club is to produce an annual yearbook for the students at Eastern Connecticut State University.

ARTICLE III
Membership
Every matriculated undergraduate student of Eastern Connecticut State University shall be eligible to be a member of the Sustinet.

ARTICLE IV
Executive Board Membership

SECTION 1
The Executive Board Officers for the Sustinet shall be named Editor in Chief and Assistant Editor.

SECTION 2
The Executive Board will consist of the two Officers and eight Coordinators. The coordinators for the Sustinet shall be named Layout Editor, Photography Editor, Sports Editor, Art Editor, Copy Editor, Club/Activities Editor and Class Editors.

SECTION 3
The Editor in Chief shall serve as the chief executive of the Sustinet; shall give 72 hours notice prior to meetings; shall have chief responsibility for the operations of the Sustinet staff; shall represent the yearbook in the college community.

SECTION 4
The Assistant Editor shall assume the position of Editor-in-Chief in the absence of the Editor-in-Chief; shall keep and coordinate all records of deadlines and production; shall
act as the yearbook secretary; shall organize dedications if any; shall coordinate and monitor consistency and quality in the themes throughout the sections of the yearbook; shall assist in the working of the Sustinet business.

SECTION 5
The **Treasurer** shall maintain all financial records and act as the yearbook treasurer; shall coordinate advertising and fundraising if any; shall assist in the working of the Sustinet business.

SECTION 6
The **Ad Editor**, in consultation with the Executive Board, shall be in charge of all advertisement placement / inclusion / layout, and Seniors Parents Adds; shall see that yearbook publisher specifications are met; shall assist in the working of the Sustinet business.

SECTION 7
The **Photography Editor**, in consultation with the Executive Board, shall be in charge of scheduling pictures; shall keep a picture file; shall make the final selection of photographs/images used in the yearbook; shall be the official photographer for all school events; shall be in charge of selecting a reliable photography studio; shall assist in the working of the Sustinet business.

SECTION 8
The **Sports Editor**, in consultation with the Executive Board, shall keep records of all college sports; shall coordinate photos with the Photography Editor; shall correspond with the coaches; shall coordinate the layout of the athletics section with the Layout Editor; shall assist in the working in the Sustinet business.

SECTION 9
The **Art Editor**, in consultation with the Executive Board, shall coordinate the art work for index page covers, end sheet and division pages; shall advise and implement graphics or other art ideas; shall assist in the working of the Sustinet.

SECTION 10
The **Copy / Faculty Editor**, in consultation with the Executive Board, shall proofread all materials, coordinate typing staff and assignments and selection of copy materials, work with campus faculty for inclusion of all departments in publication; shall assist in the working in the Sustinet business.

SECTION 11
The **Club/Activities Editor**, in consultation with the Executive Board, shall keep records of all clubs and activities; shall coordinate photos with the Photography Editor; shall correspond with all club presidents; shall coordinate the layout of the clubs section with the Layout Editor; shall assist in the working of the Sustinet business.

SECTION 12
The Senior Class Editor, in consultation with the Executive Board, shall be responsible for Senior Pictures, Senior Quotes, and the Senior Directory; shall assist in the working of the Sustinet business.

SECTION 13
If improper conduct of a Board Member occurs, a written complaint shall be submitted to the Editor-in-Chief and Advisor. If the complaint is against the Editor-in-Chief, it must be signed by no less than three members of the General Board and will be addressed at the next Sustinet meeting. If by majority vote the Sustinet decides that the complaint is valid, a hearing shall convene at once, at which time the Editor-in-Chief and Advisor shall preside over the hearing unless the complaint is against the Editor-in-Chief, in which case the Assistant Editor and Advisor shall preside. Removal is by ¾ vote of the voting members present.

SECTION 14
Any Executive Board member failing to attend two consecutive meetings or any three during one semester, without valid reason for such absence shall be removed from the Executive Board.

SECTION 15
If the Editor-in-Chief should resign for any reason or for any reason not be able to fill their positions, the Assistant Editor shall assume the office of Editor-in-Chief for the remainder of the term or until a new Editor-in-Chief is elected. A special election shall be held at the next Sustinet meeting to fill any vacant offices.

SECTION 16
If an elected Executive Board member other than the Editor-in-Chief shall resign or for any reasons not be able to fulfill their position, the Advisor is to collect letters of intent and select a new Editor. Nominations will be received in letter format and collected and reviewed by the Advisor.

SECTION 17
At any point in time if all the Executive Officer Positions are vacant, it is the responsibility of the Advisor to collect letters of intent from interested students/candidates. The Advisor will screen all applicants letter and choose the best candidate based on who matches the job responsibilities the closest; prior yearbook experience is highly desirable.

ARTICLE V
General Board Membership

SECTION 1
The General Board will consist of all members of the Eastern Connecticut State University Sustinet, who attend two or more meeting per year.
SECTION 2
If improper conduct of a Board Member occurs, a written complaint shall be submitted to the Editor-in-Chief and Advisor. If the complaint is against the Editor-in-Chief, it must be signed by no less than four members of the General Board and will be addressed at the next Sustinet meeting. If by majority vote the Sustinet decides that the complaint is valid, a hearing shall convene at once, at which time the Editor-in-Chief and Advisor shall preside over the hearing unless the complaint is against the Editor-in-Chief, in which case the Assistant Editor and Advisor shall preside. Removal is by ¾ vote of the voting members present.

ARTICLE VI
Executive Board Meetings

SECTION 1
All Executive Board members shall advise and assist in fulfilling the functions of the Sustinet.

SECTION 2
Members of the Executive Board with the exception of the Editor-in-Chief shall have full voting privileges; the Editor-in-Chief shall vote in case of a tie.

SECTION 3
Meetings shall only be called by two members; the Editor-in-Chief and/or Advisor.

SECTION 4
A quorum shall consist and be defined by five people. A quorum must be present for voting.

ARTICLE VII
General Board Meetings

SECTION 1
The General Board shall advise and assist the Executive Board in fulfilling the functions of the Sustinet.

SECTION 2
Members of the General Board shall have full voting privileges upon the attendance of their second Sustinet meeting. The Executive Board shall have full veto power over any decision made by the General Board.

SECTION 3
Meetings shall consist of both the Executive and General Board; shall be open to any and all members of the university; shall be held no less than two times per semester.

SECTION 4
A quorum shall consist and be defined by twelve people. A quorum must be present for voting.

ARTICLE VIII
Amending the Constitution

Any member of the university community may propose an amendment which must be approved by a majority vote of the General Board of the Sustinet. Amendments must be submitted in writing.

ARTICLE IX
Ratification

Ratification of this constitution is by majority vote among the Editor-in-Chief, the Assistant Editor and the Advisor. All input from Sustinet members will be treated with equal weight and without personal bias.

ARTICLE X
Faculty Advisor

A faculty advisor shall be chosen each year by the club membership, with the consent of the candidate. The faculty advisor will work with the Editor-in-Chief to be sure that the operations of the club are working effectively and smoothly. The faculty advisor will serve as the liaison between the Editor-in-Chief and the university administration/faculty/staff.