

Zine Design of Eastern Connecticut State University

Zine Design Constitution

Mission Statement: Zine Design is dedicated to being a space for marginalized voices to share their stories, celebrate our communities, create movements and engage with one another. Through the creation of a physical zine in all forms and mediums, we will celebrate the intersection of passions found on campus. As a student-led organization, the Zine Design Club is to provide creative collaborative activities, and events for its members and the Eastern community.

ARTICLE I - Zine Design Constitutions

The name of this club shall be Zine Design of Eastern Connecticut State University.

ARTICLE II - PURPOSE

It shall be the purpose of this organization to provide a source of entertainment, student engagement, and a creative outlet through the curation of a physical zine through all types of mediums and methods. Students will practice skills such as reporting, creativity, design, researching, writing, and the recording of cultural aspects that are relevant to our campus and/or university lifestyle.

ARTICLE III - MEMBERSHIP

Section 1 This organization will be open to all students currently registered at Eastern Connecticut State University.

Section 2 Anyone who attends three consecutive meetings will be considered a voting member of the **Zine Design Club**. However, anyone who has two inexcusable absences from regular meetings during the same semester will lose their voting privileges.

Section 3 Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.

Section 4 Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

Section 5 Classes of membership:

Tier 1: General Member

Everyone who attends three consecutive meetings will be considered a general member of the Zine Design Club.

Contributes creative opinions and ideas to important decisions of the club and is part of at least one committee.

Duties include but are not limited to: writes content, conducts interviews, creates art (all mediums), researches, builds the magazine (binding, etc.), reports to fellow team members and their committee chair(s).

Failure to meet completion goals and tasks assigned will result in loss of good standing and their work may not be featured.

Tier 2: Assistant to Chair

This position will be elected by all committee members.

Supports the Chair whenever necessary and assumes chair responsibilities when absent.

Duties include: all those of Tier 1 & 3 (when necessary).

Tier 3: Committee Chair

This position will be elected by all committee members. Leads, coordinates, and delegates tasks of their chosen topic for their team.

Duties include but are not limited to: those of tier 1 & 2, leading brainstorming sessions (includes researching potential content), curates the visuals, writing and other media over their topic, encourages and enforces their team members to work together harmoniously, reports and presents final results of the team to executive board members alongside Head of Committees.

ARTICLE IV - EXECUTIVE BOARD & OFFICERS

Section 1 The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Public Relations & Head of Committees. The Faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 2 The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.

Section 3 The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and consent of the Executive Board, shall have the power to approve and uphold the fairness of tier 2 and 3 elections and ad hoc committees.

Section 4 The Executive Board shall meet weekly or as needed during the academic year. Meetings of the Executive Board shall be called by the President of the organization.

Section 5 A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

ARTICLE V - ENUMERATION OF POWERS AND DUTIES OF OFFICERS

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

Section 1 The President shall:

- a. prepare the meeting agendas;
- b. have the power to call executive board meetings and all regular and special meetings of the organization;
- c. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- d. have the power, with the advice and consent of the Executive Board to approve and uphold the fairness of tier 2 and 3 elections;
- e. appoint a temporary secretary to take minutes when the secretary is absent;
- f. act as the spokesperson for the organization;
- g. be an ex-officio member of all standing and ad hoc committees except the nominating committee.
- h. Keeps track of the committees' progress, shares findings and any issues with fellow board members.
- i. Documents team progress and reports on activities.
- j. Sets goals and deadlines for each committee's progress and makes sure they stay punctual.
- h. ensure the quality of the finished zine product, curate the style and aesthetics of the zine, executes vision, values, and mission statement with advice and consent of the executive board;
- i. Performs & supervises tier 1 duties;

Section 2 The Vice-President shall:

- a. assist the president with responsibilities as needed;
- b. carry out the duties of the president in the absence of the president;
- c. automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;

- d. coordinate all social functions of the organization;
- e. serve as coordinator of all standing and ad hoc committees;
- f. be an ex-officio member of all standing and ad hoc committees.
- g. Keeps track of the committees' progress, shares findings and any issues with fellow board members.
- h. Documents team progress and reports on activities.
- i. Sets goals and deadlines for each committee's progress and makes sure they stay punctual.
- j. ensure the quality of the finished zine product, curate the style and aesthetics of the zine, executes vision, values, and mission statement with advice and consent of the executive board;
- k. Performs & supervises tier 1 duties;

Section 3 Treasurer shall:

- a. expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- b. keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- c. complete, sign, and submit all financial paperwork;
- d. submit a financial report;
- e. keep track of the club's accounts, income, and expenditures;
- f. give a Treasurer statement of balance at every meeting;
- g. request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- h. be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.
- i. Keeps track of the committees' progress, shares findings and any issues with fellow board members.
- j. Documents team progress and reports on activities.
- k. Sets goals and deadlines for each committee's progress and makes sure they stay punctual.
- l. ensure the quality of the finished zine product, curate the style and aesthetics of the zine, executes vision, values, and mission statement with advice and consent of the executive board;
- m. Performs & supervises tier 1 duties;

Section 4 The Secretary shall:

- a. keep a proper record of all activities of the club, including the minutes of every meeting;

- b. take attendance at all business meetings of the organization;
- c. prepare a roll call of members and call it when necessary;
- d. authenticate by his/her signature all records and documents of the organization;
- e. carry on the official correspondence of the club; which will be signed by the president;
- f. give 48 hours of notice of all meetings;
- g. distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.
- h. Keeps track of the committees' progress, shares findings and any issues with fellow board members.
- i. Documents team progress and reports on activities.
- j. Sets goals and deadlines for each committee's progress and makes sure they stay punctual.
- k. ensure the quality of the finished zine product, curate the style and aesthetics of the zine, executes vision, values, and mission statement with advice and consent of the executive board;
- l. Performs & supervises tier 1 duties;

Section 5 The Public Relations shall:

- a. Work with on-campus and off-campus resources to advertise all events run by the organization.
- b. Supervise advertising campaigns for all events.
- c. Schedule all events for the organization.
- d. Set up all promotional items and disburse them among the members.
- e. Assist the Vice-President in administrative tasks.
- f. Help to create and maintain the organization's social media.
- g. Keeps track of the committees' progress, shares findings and any issues with fellow board members.
- h. Documents team progress and reports on activities.
- i. Sets goals and deadlines for each committee's progress and makes sure they stay punctual.
- j. Ensure the quality of the finished zine product, curate the style and aesthetics of the zine, executes vision, values, and mission statement with advice and consent of the executive board.
- k. Performs & supervises tier 1 duties

ARTICLE VI - ADVISOR(S)

Section 1 The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.

Section 2 The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 3 The advisors shall give advice for the better performance of the organization.

Section 4 The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.

Section 5 The advisor shall serve at the discretion of the University.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 1 Elections shall be held for all offices, including those that are filled temporarily.

Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected. They shall hold office until the successor goes through a minimum training period of two months, after which their successors shall assume office.

Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March 15th and no later than April 25th of each year.

Section 4 Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.

Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.

Section 6 Notification of elections and nominations must be given a week's notice prior to voting.

ARTICLE VIII - VACANCIES

Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wishes to fill the Vice Presidency an election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.

Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VII Section 1.

ARTICLE IX - IMPEACHMENT AND/OR RECALL

Section 1 Any officer is subject to impeachment and/or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.

Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. The request must be submitted to an executive board officer with discretion. After a week, the request shall be brought to all members by the executive board and voting shall take place during regular meetings.

Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.

Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit or harm to the organization.

Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

Article X - Meetings

Section 1 Meetings of the organization shall be held at least once a week during the academic year. There must be 48 hours of notice for all emergency meetings.

Section 2 Quorum... a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.

Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.

Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

Article XI - Amendments

Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.

Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.

Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Section 4 The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote provided that prior notice has been given.

Article XII - Parliamentary Authority

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

Article XIII - Ratification

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.