

Constitution of The Young Writers of Cleveland of Case Western Reserve University

Article I. Name

- a. The official name of this magazine and organization shall be *The Young Writers of Cleveland*. The name may be shortened to *Young Writers* or *YWC* and will be found this way in this document. However, on all formal publications, the official name shall be used.

Article II. The Purpose of this Organization is

- a. To motivate students to read and write, enhancing their learning in and out of school by showing them that their work is appreciated and valued.
- b. To produce a magazine for the Cleveland K-12 community.
- c. To publish and distribute at least one issue per semester.
- d. To promote childhood literacy and promote the creative works of local Cleveland students.
- e. To encourage Case Western Reserve University undergraduates to volunteer with K-12 Cleveland students while facilitating a hands-on role in publishing the creative works of these students in hopes of strengthening the relationship between CWRU students and the Cleveland community.

Article III. Publication

- a. Composition of magazine shall include the following parts:
 - i. Cover, staff feature, table of contents, and appropriate subsections delineated by grade levels (K-12), as well as followed by acknowledgements to all active members of this organization and other supportive individuals in the community.
 1. K-12 categories are based on discretion of The Director of Content and Review.
 - ii. Definition of a submission of work:
 1. Creative Work: may include fictional stories, personal stories, puzzles, and comedic literature.
 2. Academic Work: may include nonfiction, research, or personal inquiry.
 3. Art Work: include visual media such as pictures and drawings.

Article IV. Membership and Organization Structure

- a. The staff shall be comprised of undergraduate students at Case Western Reserve University.

- b. The Board of Directors shall include positions: Editor-in-Chief, Director of Affairs, Director of Finance, Director of Design and Layout, and Director of Content and Review.
- c. Staff positions shall include positions: copy editor(s), copy designer(s), public relation officer(s), finance officer(s), and media relation officer(s).
 - i. These roles shall be assigned to committees (see Article V)
 - ii. These positions are filled based on need; this determination lies in the hands of Board of Directors members who serve as committee heads (see Article VII).
 - iii. Additional positions can be created once need is assessed by The Board of Directors. These additions shall be added via the amendment process (see Article X, Section f).
 - iv. Staff members will be invited to attend all general-body and interest meetings; these members may also be invited to Board meetings if the Board so desires.
- d. The role of Academic Advisor will be to support the organization and be a point of contact for all members of the organization regarding large-picture issues, goals, or achievements of the organization. The Academic Advisor is NOT the point of contact for internal issues, disputes, or questions raised by members or Executive Board members other than the Director of Affairs of the Editor-in-Chief (see Article V).

Article V. Director Roles and Expectations: Members of the Board of Directors (Board)

- a. Editor-in-Chief
 - i. Oversee the general production of magazine and allocate duties to Directors and Committees
 - ii. Be present at Board meetings, general-body meetings/events, and committee meetings.
 - iii. Meet with Academic Advisor when deemed necessary; engage Academic Advisor in regular communication regarding goals, deadlines, and updates ((alongside Director of Affairs; see Article V, section b, clause vi).
 - iv. Serve as direct contact between The Board of Directors and University Media Board (UMB) executive members.
 - v. Attend all UMB meetings when necessary and meet with the Media Board leadership on a regular basis; utilize voting privileges in UMB.
 - vi. Work with leaders of community organizations to collaborate the retrieval of submissions.
 - vii. Future candidates for this position must have a minimum of one semester of experience with *Young Writers* and one semester of experience being on The Board of Directors. Exceptions can be made by the current Board of the Director in the situation where all members on the Board for at least one semester are ineligible to run (for example, all are seniors). This

exception would be made by standard voting and amendment procedures (see Article X and XI).

- b. Director of Internal and External Affairs
 - i. Take detailed minutes of all Board meetings and general-body meetings/events.
 - ii. Responsible for email communication with all members of this organization.
 - iii. Preside and organize amendment reforms; also, responsible for all updates of this presiding document and making sure it is enforced efficiently and fairly for the best interest of *Young Writers*, the students it publishes, and its members.
 - iv. Collaborate with other student organizations for cosponsorship.
 - v. Organize advertising of submission deadlines and delegate distribution of the magazine in a timely and organized manner.
 - vi. Meet with Academic Advisor when deemed necessary; engage Academic Advisor in regular communication regarding goals, deadlines, and updates (alongside Editor in Chief; see Article V, section a, clause iii).
 - vii. Head of Relations Committee.
 - viii. Future candidates for this position must have a minimum of one semester of experience with *Young Writers*.
- c. Director of Finance
 - i. Oversee spending/balances credit and expenditures.
 - ii. Write yearly budget.
 - iii. Obtain funding for *Young Writers* each semester, including filling advertisement slots, with the aid of other officers if needed.
 - iv. Attend all Media Board meetings and meet with the Media Board leadership on a regular basis; utilize voting privileges in UMB.
 - v. Future candidates for this position must have a minimum of one semester of experience on any organization on campus.
- d. Director of Design and Layout
 - i. Design the overall appearance of the magazine in a timely manner, as directed by the Editor-in-Chief.
 - ii. Collaborates with article authors to provide graphics and visual improvements for each article.
 - iii. Head of Design Committee.
 - iv. Future candidates must have one semester of experience but can be amended by the approval of the majority of Board Directors if a candidate is deemed to have outside design experience.
- e. Director of Content and Review
 - i. Oversee and manage review of content processes in a timely manner, as directed by the Editor-in-Chief.

- ii. Obtain and assess submissions sent through email and sponsor organizations in a timely manner.
 - iii. Collaborate with the Editor-in-Chief and Director of Layout to ensure respectful and necessary editing of all submissions in regards to their content and appearance in publications.
 - iv. Head of Editorial Committee.
 - v. Future candidates must have one semester of experience with the *Young Writers* copy editor team, but can be amended by the approval of the majority of Board Directors if a candidate is deemed to have outside editorial experience.
- f. Director of Service and Engagement
- i. Organize attendance of general body members at all service events.
 - ii. Communicate with institution leaders where we have service opportunities.
 - iii. Continually search for and identify new locations for service and possible sources for new writing for publication.
 - iv. Participates in all Relations Committee meetings.
 - v. Attend all Young Writers executive meetings.
 - vi. Future candidates must have one semester of experience with the Young Writers copy editor team, but can be amended by the approval of the majority of Board Directors if a candidate is deemed to have outside editorial experience.

Article VI. Yearly Reviews

- a. After the production of each issue, or at the end of each academic year, the Relations Committee and Editor-in-Chief shall send a review survey providing all members the chance to reflect on strategies used. If deemed necessary, amendment proposals shall be used in addressing changes identified in this process (see Articles X and XI).

Article VII. Committees

- a. Young Writers shall be comprised of the following committees: Editorial Committee, Design Committee, and Relations Committee. Additional committees can be added through the amendment process (see Articles IX and X).
- b. The Editorial Committee shall oversee the organization of all submissions and production of the magazine and all content that is published in all issues.
- c. The Design Committee shall oversee the design, layout, and use of digital media of each and all issues.
- d. The Relations Committee shall oversee all public relations, marketing, and media efforts. Additionally, this committee is responsible for retrieving feedback from all members in semester reviews with the Editor-in-Chief, as well as addressing any concerns with governing rules highlighted in this presiding document.

Article VIII. Staff Roles and Expectations: Committee Members and other Non-Board Positions

- a. Copy Editors
 - i. Work under the direction of the Director of Content and Review.
 - ii. Complete all edits of submissions with the utmost quality and respect, as determined by the Director of Content and Review.
 - iii. Work in a team-effort to approve all edits and submissions entered into all issues.
 - iv. Responsible for specific subsections (see Article III, Section a, Subsection i., Line 1) as directed by The Director of Content and Review.
- b. Designers
 - i. Work under the direction of the Director of Design and Layout.
 - ii. Responsible for designing layout of texts, figures, and images for all issues, in a timely fashion.
- c. Public Relations Officers
 - i. Work under the direction of the Director of Affairs.
 - ii. Responsible for outreach, securing advertising, and distribution of magazine.
 - iii. Collaborate with Director of Affairs and Editor-in-Chief to conduct semester reviews (see Article VI).
- d. Finance Officers
 - i. Work with Director of Finance to ensure safe transactions and maintain orderly budget records as guided by the Director of Finance.
- e. Media Relation Officers
 - i. Responsible for social media outreach and web page maintenance as directed by the Director of Affairs.

Article IX. Meetings

- a. Various types of meetings shall be held, as listed below:
 - i. General Body (as per the discretion of the Editor-in-Chief).
 - 1. Quorum needed: $\frac{2}{3}$ executive board members present
 - ii. General Interest Session (in fall, annually).
 - 1. No Quorum needed.
 - iii. Committee (at the discretion of the respective Director).
 - 1. Quorum needed: Executive member who serves as committee head
 - iv. Executive Board meeting (as per the discretion of the Editor-in-Chief).
 - 1. Quorum needed: all executive board members present unless in the instance a board member has given prior notice of an acceptable excuse to the Editor-in-Chief and Director of Affairs.

Article X. Voting and Introducing Amendments

- a. A motion to formally introduce an amendment proposal made by a Board of Director member requires another Director's sponsorship.
- b. A motion to formally introduce an amendment by any staff member to the Board of Directors must be introduced with a Board Director sponsoring the amendment proposal.
- c. If Article X, Section a or Article X, Section b are successfully completed, the process moves to Article XI.
- d. A closed ballot for a vote on an amendment proposal can be implemented by the suggestion of any Board Director. This must be done after an amendment proposal has been made and before an amendment goes for a vote.
- e. See Article XI on passing amendments.

Article XI. Amending the Constitution

- a. Once an amendment is introduced (see Article X, section a or b), the amendment goes for a vote.
 - i. More time may be given if one or more Board Directors wish to use additional time to consider amendment proposals, with a maximum limit of one week.
 - ii. If an introduced amendment directly affects the role of a specific committee, the respective Director has discretion to inform their members (seeking time to delay the vote, see Article XI, section a, clause i) and allow them to provide their input; staff members have no vote unless they invoke an appeal process once the amendment is passed (see Article XI, Section c).
- b. The Board of Directors may pass amendments with three-fifths vote of present Board members.
 - i. If for some reason a three-fifths vote is not achievable (four filled positions or less), vote can only pass with all votes in favor or amendment.
 - ii. Vote classifications are as follows: in favor, no show, abstention, in opposition. All votes will be documented for passed amendments (see Article XI, Section f).
 - iii. If any vote of abstention is given, a vote for the amendment can be asked to be held again by and individual on the Board without an amendment introduction process as outlined in Article X.
- c. If a successfully passed amendment effects the role of a committee, an individual committee can hold a hearing to repeal the amendment; this requires a simple majority vote of all present members of the committee
 - i. Vote shall be organized by the head of committee
 - ii. Committee head and Editor-and-Chief must be present for vote but do not have a vote in repeal process
 - iii. For committees with fewer than four members, without counting

- respective Director, then all present members must vote in favor of repeal
- d. If an amendment is specific to a point in time (an exception to a rule for a specific period of time or pertaining a specific position for a specific semester), the timeline for which the amendment is applied and valid must be explicitly stated.
 - e. The Director of Affairs is responsible for upholding all amendments and updating this document with all amendments every three months.
 - f. All amendments shall be identified in Article XII and written per the following example format:

Amendment *roman numeral*. “Amending Article VIII, Section c, Sub Section i.”
Passed on 01 January 2017. Stating the following: “...”. Vote tally: in favor, no show, abstention, in opposition.

Article XII. Current Amendments

Amendment I. “Amending Article V, Section f, Sub Sections i-v.” *Passed on 04 October 2017.* Stating the following: “The named article and sections shall be added to this constitution to include the new role of Director of Service and Engagement. This position shall preside on the Board of Directors effective immediately”. Vote tally: 5, 0, 0, 0.

Article XIII. Repealing Amendments

- a. An amendment can be repealed in two ways
 - i. An amendment is introduced to repeal an existing current amendment or section/clause of the Constitution (see Article X); standard amendment procedures continue thereafter (see Article XI)
 - ii. If a committee has successfully held a hearing to repeal (see Article XI, Section c), then a vote will take place among those committee members excluding all Board of Directors. A $\frac{3}{4}$ majority vote will be needed for passing of an amendment that leads to repeal of an existing section/clause/amendment of this document. If there are less than 5 committee members present, simple majority will win.

Article XIV. Director Impeachments, Staff Removal Procedures, Filling Vacant Positions

- a. Removal of a Board of Director:
 - i. To formally remove a Board of Director from his or her position, a unanimous vote of all other Directors must be placed to impeach.
 - ii. If impeachment is successful, the impeached Director will have a chance to appeal and express their concerns about their possible removal. The determination of removal will lie in the hands of an objective committee determined by the President and Vice-President of University Media Board at Case Western Reserve University.
 - iii. If impeached Director does not wish to appeal, removal off individual from position will subsequently occur
- b. Removal of a Staff Member:
 - i. Removal of staff members are at the discretion of committee heads.

- ii. Staff members removed from their positions may appeal to The Board of Directors Staff who can overturn a decision of termination by a three-fifths majority vote of The Board of Directors. Again, if a three-fifths vote is not possible to attain (four filled positions or less), then an overturned result can only be obtained by all votes in favor of overturning.
- c. If the Editor-in-Chief or any Board Director leaves, then the Board shall convene and vote (simple majority needed) to fill the vacated position (following eligibility requirements outlined in Article VII). General body members are not required to be in attendance at these special election meetings.
 - i. Current Staff vacancies can be filled by committee heads and do not require such a vote (following eligibility requirements outlined in Article VIII).
- d. Creation of new Staff or Board of Director roles shall be created using the amendment processes outlined in Articles X and XI.