**SIR Magazine**

Constitution

**Article I Name**

State the name of the organization-for example, **"The name of this organization shall be** SIR magazine **at Iowa State University."**

**Article II Purpose & Goals**

Section One: *SIR* Magazine, a publication to provide a voice for those that are unheard. It is platform built to help create an environment in which students can safely share their voices and ideas. *SIR* is about representation and documenting our constantly shifting culture.

This publication is a not-for-profit student media publication with goals of a heavy online presence and individual ideas from a diverse set of contributors and readers that maintain the overall ideals of this student publication. *SIR* provides and welcomes students from all majors and backgrounds the opportunity to gain journalism, advertising, design, public relations and business experience. All majors are encouraged to participate. *SIR* has strong commitments to upholding professional journalistic expectations and presenting culturally relevant information to its readers.

Statement of Compliance

Section Two: **SIR magazine abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.**

**SIR Magazine agrees to annual complete President’s Training, Treasurer’s Training and Advisor Training (if required).**

Non-Discrimination Statement

**Iowa State University and SIR Magazine do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.**

**Article III Membership**

Provide a general statement about membership eligibility, standards, and requirements. For example, **"Membership shall be open to all registered students in good standing at Iowa State University.”** Members are encouraged but not required to submit a resume to the editor in chief prior to joining the organization. Interviews for the following academic year’s editor in chief (and once he or she is selected – his or her publication board of editors for various departments) will take place before or during the spring semester [see: Article IV Officers].

Risk Management

[See Risk Management Officer duties listed under Article IV Officers.]

**The role of the risk management officer is [a] to recommend risk management policies or procedures to (name of student organization), [b] to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of the orgs. events.**

**Article IV Officers**

*All office positions will be held from time of spring election selection to the last week of spring semester the following academic year, unless otherwise changed by editor in chief or adviser or removal of position occurs.*

*The organization’s adviser, the editor in chief, and 2/3 of the current publication board must approve removal of an officer or the organization’s adviser. Publication board consists of editor in chief, creative director, photography director, treasurer and adviser, as well as any other positions deemed necessary by the current editor in chief (such as: articles editor, assistant editor, assistant creative director, etc.). Unless the editor in chief is in the process of being removed, he or she has the final decision on removal of officers. Editor in chief must receive 2/3 vote of publication board to remove current organization adviser.*

**Editor in Chief:**

* The editor in chief oversees all departmental staffs (design, advertising, editorial, etc.) and the overall production and editing of the magazine and its activities and may adjust the overall production for the benefit of staff and productivity of the magazine.
* The organization’s adviser and executive board must use a majority vote to approve selection of editor in chief for the following academic year before selection is announced. The interview process will be between the current editor in chief and the interviewee.
* A resume, cover letter and interview are required for selection.
* Editor in chief serves as president of the organization.
* Leads staff meetings.
* Selects printing company for current issue and communicates with creative and photography directors and treasurer about printing options and pricing and schedule.
* Three members of the executive board, chosen through a random draw, should sit on a panel that will vote to elect a new EIC.
* Editor may adjust constitution at any time as long as he or she abides by Iowa State guidelines.
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**Creative Director:**

* Oversees direction of the publication’s design and aesthetic value.
* Manages staff of designers.
* Selection of position determined by editor in chief.
* Approves editorial and design grid for publication, communicates with selected printer and sends files for current semester’s issue and makes grid and all design files available to editor in chief, adviser and photography director at any time, if asked.
* Responsible for working with the Photography Director to apply, coordinate and plan events, such as the bi-annual photo-shoot, through the Event Activities Center (EAC).

**Photography Director**:

* Oversees direction of the publication’s photography.
* Must seek approval by editor and creative director of all photos published.
* Manages staff of photographers.
* Selection of position determined by editor in chief.
* Makes all photographs readily available to editor in chief, creative director and adviser at any time.
* Responsible for working with the Creative Director to apply, coordinate and plan events, such as the bi-annual photo-shoot, through the Event Activities Center (EAC).

**Treasurer**:

* Oversees organization’s funds.
* Must communicate with editor in chief all changes in funds.
* Required to file a monthly account report of current funds to editor in chief and adviser.
* Keep an up-to-date budget sheet that details all incomes and expenses SIR incurs.
* Keep constant contact with both the EIC and advisor about the group’s budget

**Adviser**:

* Helps to approve elections of the following academic year’s editor in chief and publication board. Adviser is chosen based on a volunteer basis on said adviser’s part.
* Editor(s) in chief may seek candidate if no candidate volunteers. The organization may elect adviser or dismiss adviser with 2/3 majority vote of full staff. Dismissal of adviser may be based on failure of adviser to communicate with current editor(s) in chief on a regular basis if editor(s) in chief need adviser’s assistance and it is not being given.

**Risk Management Officer**:

* Serves as risk management officer and completes required training for current or following academic year, depending on time of selection.
* This position can be filled by any organization member and must be selected by the editor in chief; however, this position should also carry the title of vice-president of the organization.
	+ Duties of the Risk Management Officer:

A. To recommend risk management policies or procedures to SIR Magazine of Iowa State University Student Chapter at ISU.

B. To submit documentation to ISU’s Risk Management Office*.* C. To ensure that SIR Magazine’s Risk Management Procedures is

implemented during all events.

• In sections under this article; list the titles of offices to be established, qualifications for each office, the method, time, and process of selection, and the term of office. The duties, powers, and responsibilities of each officer as well as procedures for removal from office and filling vacancies should also be outlined here if not already appearing in the bylaws. At a minimum, each student organization is expected to designate one officer as the chief student leader (usually titled "president") and one officer authorized to deal with the organization's finances (usually titled "treasurer"). The titles of these positions may vary according to the needs of the organization, but the two separate job functions must be provided for in this article.

NOTE: All recognized student organizations at Iowa State University must include the following statement (or its equivalent) in their constitution: **"The officers of this organization must meet the following requirements:**

**(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.**

**(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.**

**(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."**

The wording of the above statement may be made specific to the student organization, but no student organization may enact eligibility requirements for officers less stringent than those appearing above. Student organizations may enact requirements more stringent than those provided by the university.

**Elections**:

**Elections for officer positions for the following year will commence on the third week of March. (March 19 to 25th, 2017)**

 -Current Directors: who wish to run for another position must be approved by a 2/3majority vote that includes the other officers and they members of their sector. They must alert the EIC and the advisor of their intentions before they announce any bid for an officer/director position.

-General members of SIR: have the ability to be elected for an officer position. They must alert the EIC and the advisor of their intentions before they announce any bid for an officer/director position. During the election proceedings, they must be confirmed with a 2/3 vote from the current directors and officers to obtain their positions.

**Article V. Finances**

SIR magazine does not require dues by its members. The organization’s adviser must view the spending and allocated funds of the organization for every academic semester. Funding for this organization and printing of its publication will be through advertising and potential funds allocated by Government of the Student Body, depending on whether the editor in chief and treasurer ask for funding for the next academic year.

The appointed and chosen Treasurer exclusively handles finances. Refer to the treasurer’s position and roles in the Article IV Officers.

NOTE: All recognized student organizations at Iowa State University must include the following statement (or its equivalent) in their constitution:

**"All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office**

**(must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."**

**Article VI: Printing and Distribution**

As per our agreement with Student Government, all funds allocated to SIR Magazine from the governing body are required to go to our printing needs. SIR Magazine retains the right to choose any printing company who meets their needs and requirements.

Editor-In-Chief and/or the Treasurer are responsible for obtaining the proper online or print forms for magazine distribution to buildings on the Iowa State campus.

Since [Sir Magazine](https://www.stuorg.iastate.edu/organization/1894/constitution%22%20%5Ct%20%22_blank) receives funding to publish the magazine from ISU [Student Government](https://www.stuorg.iastate.edu/organization/231/checklist%22%20%5Ct%20%22_blank) all students who contribute toward the publication must be given appropriate credit.  If any edition of [Sir Magazine](https://www.stuorg.iastate.edu/organization/1894/constitution%22%20%5Ct%20%22_blank) fails, omits or otherwise forgets to acknowledge the contributions of any student, the club’s President (Editor-in-Chief) will be immediately removed and new elections will occur with the outgoing Editor-in-Chief not eligible to run for any office.

To prevent this from happening all magazine content must be e-mailed to the club Adviser for final review at least 5 days prior to the publishing deadline.  Failure to forward a final magazine copy for review 5 days prior to publishing will result in the immediate removal of the club’s President (Editor-in-Chief) and anyone else deemed responsible for said omission.

**Article VII. Amendments & Ratification**

This article should explain how constitutional amendments may be made, as well as the procedure for adopting this constitution and any future amendments. At a minimum, your constitution must be voted on and approved by the general membership of your organization. This article should also include a statement requiring prompt submission of an updated constitution and bylaws to the Student Activities Center should the document be amended following recognition.

Constitution must be available to members via the student organization’s website, and shown at one organization meeting every fall semester by the editor in chief.

**Article VII. Impeachment and Resignation**

If any office-holding member of SIR magazine fails do their required duties, the said member will be given a 1st verbal warning.

If they officer still does not comply, a 2nd written warning will be administered.

If the officer still does not comply with the duties of their positions, an election will be held for their impeachment.

Only club members who regularly attend club meetings can vote on impeachment proceedings. All club members must be notified of all club meetings via a non-blind carbon copied e-mail. All club officers must be notified of all meetings, activities, proceedings, photo shoots, etcetera via a non-blind carbon copied e-mail.

Furthermore, any additions or removals of club officers must be made within 3 days in the Student Organization Database.  All club officers must be provided with a written explanation of why they were relieved of their duties.  This is to occur via e-mail.   The club President must forward a copy of this e-mail to the club Adviser and tostuorgs@iastate.edu within 3 days of removal of said officer.  If the officer objects to being removed from a position an appeal must be made to the club Adviser within 3 days of receiving the e-mail.  All officers and Advisers then agree to meet with Student Activities Center Staff within 7 days to resolve the matter.  Failure to properly notify Officers and Advisers of position changes within 3 days and failure to notify stuorgs@iastate.edu within 3 days of removal will invalidate the removal and the officer will be immediately reinstated.  The officer in question will also be immediately reinstated if the Club President fails to meet with Student Activities Center Staff within 7 days of removal (if appealed).

**Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.**