Constitution of Louis Magazine

ARTICLE I: Name

The official name of this organization shall be “Louis Magazine,” hereinafter referred to as “the magazine.”

ARTICLE II: Aims and Objectives

SECTION 1: The Aim
The general aim of the magazine shall be to provide a superior medium to the Brandeis University student body for the purpose of intellectual discourse unfettered by the constraints of any one political ideology.

SECTION 2: The Objective
In order to realize this aim, the magazine dedicates itself to:

a. Fostering enlightening debate among students of various social, political, and moral views.

b. Publishing well-developed, insightful, and quality content, including articles, artwork, and other forms of opinion and investigation.

SECTION 3: Minimum Standards

a. The staff shall draft, each school year, a tentative yearly schedule for magazine publication before the passage of thirty (30) school days.

SECTION 4: Non-Discrimination Clause
The magazine shall not discriminate on the basis of race, color, age, religion, national origin, sex, sexual orientation, or disability in its programs and activities.

ARTICLE III: Membership

SECTION 1: Eligibility
Membership shall be open to all, with priority to, but not limited to, the student body of Brandeis University.

SECTION 2: Membership-In-Good-Standing
A member-in-good-standing shall:

a. Participate in the publication (writing, editing, laying out, art design, distribution, fund-raising, consulting) of at least two issues each semester of a given academic year.

b. Attend at least four general meetings between elections.

SECTION 3: Privileges of Membership-In-Good-Standing
a. Only members-in-good-standing shall be allowed to run for elected office.
b. These rules shall be enforced at the discretion of the executive board.

SECTION 4: Determination of Membership-In-Good-Standing
Membership-in-good-standing shall be determined by the executive board, or by any committee given that power by the executive board, adhering to the qualifications previously mentioned.

ARTICLE IV: General Organization of Louis Magazine

SECTION 1: General Rules For Magazine Organization
a. The magazine shall hold at least one meeting per month, at which all members and any prospective members shall attend.
b. A quorum of members of the magazine shall consist of thirty (30) percent of total membership.

SECTION 2: The Editorial Board
a. The Editorial Board of the magazine shall consist of the Executive Board and the following appointive officers: three (3) associate editors, copy editor, art editor, and technical director.
b. Editorial Board meetings shall be scheduled as deemed necessary by the Executive Board, no less than once between publication of magazine issues.
c. The officers of the Editorial Board shall make such editorial decisions as necessary, employing a five (5) vote majority to pass such decisions.

SECTION 3: The Executive Board
a. The Executive Board of the magazine shall consist of the following elective officers: Editor-in-Chief, Managing Editor, and Treasurer.
b. All members of the Executive Board must qualify as members-in-good-standing.
c. The Executive Board members shall present themselves as leaders of the magazine.
d. All Executive Board members are required to attend all Executive Board meetings. Missing more than two Executive Board meetings is cause for dismissal from the Executive Board.
e. All Executive Board members are required to attend all magazine meetings. Missing more than two consecutive meetings is cause for dismissal from the Executive Board.
f. The officers of the Executive Board shall make such administrative decisions as necessary, employing a two (2) vote majority to pass such decisions.

ARTICLE V: Duties and Powers of Appointive Officers

SECTION 1: General Definition
The officers of the Editorial Board shall have such duties and powers normally associated with their respective offices, in addition to those specifically enumerated and in other sections of this Constitution. In addition, each officer shall assume such duties and powers necessary and proper for carrying out the foregoing, as authorized by the Executive Board.
SECTION 2: The Associate Editors
a. They shall edit the articles written by staff writers and consult them as to their progress.
b. They shall have the power to establish committees as herein provided, with the approval of the executive board, for the purpose of carrying out the previously mentioned duties.

SECTION 3: The Technical Director
a. He shall attend to the physical laying out of the magazine.
b. He shall oversee the magazine’s web site.
c. He shall have the power to establish committees as herein provided, with the approval of the executive board, for the purpose of carrying out the previously mentioned duties.

SECTION 4: The Art Editor
a. He shall assign and collect artwork to be included within the magazine.
b. He shall have the power to establish committees as herein provided, with the approval of the executive board, for the purpose of carrying out the previously mentioned duties.

SECTION 5: The Copy Editor
a. He shall proofread, revise, and edit all magazine copy as needed for the proper publication of the magazine.
b. He shall have the power to establish committees as herein provided, with the approval of the executive board, for the purpose of carrying out the previously mentioned duties.

ARTICLE VI: Duties and Powers of Elective Officers

SECTION 1: General Definition
The officers of the Executive Board shall have such duties and powers normally associated with their respective offices, in addition to those specifically enumerated and in other sections of this Constitution. In addition, each officer shall assume such duties and powers necessary and proper for carrying out the foregoing, including the selection of the aforementioned appointive officers.

SECTION 2: The Editor-In-Chief
a. He shall be vested with the executive power of Louis Magazine and shall serve as its accredited representative.
b. He shall preside over all meetings of the Executive Board, Editorial Board, and general membership.
c. He shall have the power to call all meetings of the magazine.
d. He shall have the power to appoint and remove all members of the Editorial Board, said removal being subject to the consent of the Executive Board.
e. He shall have the power to establish standing committees as herein provided, with
the approval of the executive board.

f. He shall serve as ex-officio member of all committees.

g. He shall take such actions as he deems necessary, in an emergency, for the general good and welfare of *Louis Magazine*.

h. He shall oversee the production of the magazine.

i. He shall make appropriate article assignments.

j. He shall undertake the final editing of the magazine.

**SECTION 3: The Managing Editor**

a. He shall have duties, rights, and powers of the Editor-In-Chief during the Editor-In-Chief’s absence or in the event of the Editor-In-Chief’s incapacity.

b. He shall assist the Editor-In-Chief in carrying out his duties, namely:
   1. Arranging meetings.
   2. Issuing such correspondence as the organization shall direct, through its executive offices, including, but not restricted to notifying staff of meetings, article assignments, and magazine deadlines.
   3. Keeping accurate records of all meetings of the Executive and Editorial Boards and meetings of the general membership.
   4. Maintaining a current list of the magazine’s members and members-in-good-standing.
   5. Distributing copies of the magazine after publication.

c. He shall oversee such committees as the executive board shall deem necessary.

**SECTION 4: The Treasurer**

a. He shall have duties, rights, and powers of the Editor-In-Chief during the Editor-In-Chief’s absence or in the event of the Editor-In-Chief’s incapacity, provided that the Managing Editor is also absent or incapacitated.

b. He shall serve as the magazine’s contact to the publisher.

c. He shall receive and distribute magazine funds upon authorization of the Executive Board, making financial reports at all regular Executive Board meetings.

d. He shall preside over the magazine’s business staff, overseeing such committees as the executive board deems necessary.

**SECTION 5: Meetings**
The officers of the Executive Board shall meet at least one (1) time between publication of issues.

**SECTION 6: Executive Decisions**
The officers of the Executive Board shall make such administrative decisions as necessary, employing a two (2) vote majority to pass such decisions.

**ARTICLE VII: Elections and Election Procedure**

**SECTION 1: The Qualifications for Candidacy**
A candidate for office shall have been a member-in-good-standing of *Louis Magazine* for at
least one year immediately prior to elections.

**SECTION 2: Nominations**

a. A candidate for office must express the desire to run for said office in writing, at least two weeks prior to election.

b. Nominations shall be opened at elections.

c. A candidate must be nominated, and said nomination must be seconded by a member.

**SECTION 3: Elections**

a. A special meeting shall be scheduled each year for the purpose of electing magazine officers. A quorum must be present. This meeting shall be held the second Monday of the month of April, provided no extenuating circumstance exists. In the event of an extenuating circumstance, the Executive Board shall reschedule the meeting as necessary.

b. The Editor-In-Chief shall preside over the meeting and a Commissioner, free from the desire of holding office, shall be selected by the Editorial Board to preside over elections procedures.

c. A candidate shall be elected by polling a simple majority vote of members present. In the event that no candidate receives a simple majority, the candidate polling the lowest number of votes shall be dropped from the ballot, and a new vote shall be taken.

d. No absentee ballots shall be accepted.

e. Abstentions shall be counted as votes; blanks shall be discarded.

f. The term of office of the Executive Board shall be from installation to installation.

g. A candidate may run for only one position on the Executive Board.

**ARTICLE VIII: Vacancies**

**SECTION 1: The Editor-In-Chief**

a. In the event of a vacancy in the office of Editor-In-Chief, the Managing Editor shall automatically become Editor-In-Chief and shall serve the remainder of the term.

b. In the event that the Managing Editor cannot or does not desire to assume the office of Editor-In-Chief, he shall remain as Managing Editor and the Treasurer shall become Editor-In-Chief.

c. In the event that neither the Managing Editor nor the Treasurer can assume the office of Editor-In-Chief, they shall remain in their respective offices and the Editorial Board shall elect a qualified member to become Editor-In-Chief.

**SECTION 2: The Managing Editor**

a. In the event of a vacancy in the office of Managing Editor, the Treasurer shall automatically become Managing Editor and shall serve the remainder of the term.

b. In the event that the Treasurer cannot or does not desire to assume the office of Managing Editor, he shall remain as Treasurer and the Editorial Board shall elect a qualified member to become Managing Editor.
SECTION 3: The Treasurer
a. In the event of a vacancy in the office of Treasurer, the Editorial Board shall elect a qualified member to become Treasurer and serve the remainder of the term.

SECTION 4: Temporary Vacancies
In the event that any officer is temporarily incapacitated or unable to perform the duties of his office, the Editor-In-Chief may appoint a qualified member to exercise such office until such as the officer shall be able to resume his office again.

ARTICLE IX: Parliamentary Authority

SECTION 1: Robert’s Rules of Order
The Executive Board shall keep for its reference the most recent edition of Robert’s Rules of Order.

SECTION 2: Authority
Robert’s Rules of Order shall govern all proceedings of the magazine except when inconsistent with the magazine’s Constitution and its amendments.

ARTICLE X: Removal From Office

SECTION 1: Reasons for Impeachment
Any officer may be impeached for conduct unbecoming a member of the magazine staff, and for infractions of the rules set forth in this Constitution.

SECTION 2: Impeachment Procedure
a. Impeachment proceedings against any officer may be initiated by submitting to the Managing Editor a petition stating the charges and signed by twenty-five (25) percent of the magazine membership. In the event that the Managing Editor is the object of the charges, the petition shall be submitted to the Treasurer.

b. A general membership meeting shall be called. A quorum must be present. The charged individual shall be given the opportunity to appear and answer the charges lodged against him.

c. After discussion, a vote shall be taken. A vote of two-thirds (2/3) of the general membership present shall be necessary to remove an individual from office. The vote of the individual under consideration shall be counted when the membership votes.

ARTICLE XI: Ratification

SECTION 1: Adoption
This Constitution shall be ratified by a two-thirds (2/3) majority of the founding members.

SECTION 2: Execution
This Constitution shall take effect immediately upon ratification.
ARTICLE XII: Amendments

SECTION 1: Amendment Procedure
a. All proposed amendments to this Constitution shall be submitted in writing to the Executive Board.
b. A majority of the Executive and Editorial Boards is required to bring the proposed amendment before a quorum of members at a general membership meeting, at which the amendment may be ratified by a two-thirds (2/3) majority.
c. If a two-thirds (2/3) majority does not vote for the proposed amendment, the motion is tabled.
SECTION 2: Rejection of Amendment
In the event that the Editorial Board rejects a proposed amendment, said amendment may be brought before a general membership by the submission to the Editor-In-Chief of a written petition signed by two-thirds (2/3) of members-in-good-standing of the chapter. Upon receipt of such a petition, the Editor-In-Chief must bring the proposed amendment before a quorum of members at a general membership meeting for passage by a two-thirds (2/3) majority of members present.