

# **Constitution of The Lode**

*Edited September 28, 2021*

## **I. Name**

- A. The name of the organization will be The Lode

## **II. Aims and Objectives of the Organization**

- A. To report on relevant news, events, and conversations in order to create a more informed student body
- B. To uphold integrity, fairness, and equitable coverage
- C. To engage and represent the campus community

## **III. Membership**

### **A. Qualifications**

1. Regular membership is eligible to all currently registered and enrolled students at Michigan Tech, as defined by the Membership Policy of the Office of Student Life.
2. In compliance with Michigan Technological University's Board of Trustees Equal Opportunity Policy effective February 24, 2011, the Michigan Tech Lode will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, height, weight, or marital status. The organization must also be committed to the policy of not discriminating against handicapped individuals or veterans.
3. To be a regular member who participates in newspaper activities, you must maintain a minimum 2.25 GPA.

### **B. Class of Membership**

1. Regular membership is open to all students of Michigan Technological University. Positions held by individuals of regular members are eligible for payment. Regular members are those who:
  - a) Attend weekly meetings consistently
  - b) Participate in events hosted by The Lode regularly

- c) Actively do work (writing, copyediting, photography) for The Lode
2. Associate membership is open to faculty and staff members of Michigan Technological University. This class of membership may participate in the production of the publication but cannot be paid.

#### C. Removal of Members

1. A member may be removed from the organization by a simple majority vote of The Lode Editorial Board.
2. In the event that a majority cannot be established, the Editor in Chief will hold the final vote.
  - a) The Editor in Chief shall only vote in the event that their vote would influence the outcome of the vote.

#### D. Editorial Board

1. List of Editorial Board Positions
  - a) Editor in Chief
  - b) Business Manager
  - c) (2) Managing Editors
  - d) Media Manager
2. Qualifications of Editorial Board members
  - a) Those on the Editorial Board must take a course or practicum on journalism. Effective fall 2022.
3. Term of Office
  - a) Editorial Board members will retain their positions until their resignation or the Editorial Board deems them unfit to fulfill their position.

#### E. Editorial Board Member Selection

1. Editorial Board members, with the exception of the Editor in Chief and Business Manager, will be appointed by the Editor in Chief, following a training period of no shorter than one month. Training periods will be handled by the Managing Editors unless there exists a circumstance in which they can't. In this case, it would be the editor in chief's duty.
2. The Editor in Chief and Business Manager positions will be opened for applications no later than the first week of their final semesters with the organization. Nominations open the first semester of the

last year. Chosen applicant shadows and trains one semester then takes over the next semester. However, this can be shortened into the last semester if there are complications.

3. The Editorial Board will review all applicants.
4. The Editorial Board will vote no later than the fourth week of the semester. Election requires a majority vote.
5. The current Editor in Chief will announce the results the following week, publishing the results of the election in the following issue. Training will begin during the production of the following issue.

## F. Duties of Board Members

### 1. **Editor in Chief [EIC]**

- a) Manages board and other members
- b) Chair of all meetings
- c) Assigns RSO E-Board structure
- d) Acts as RSO president
- e) Ensures RSO registration for The Lode
- f) Completes student organization tasks
- g) Meets with advisors once a week
- h) Organizes development of staff and newspaper
- i) Serve as the final say on articles before an issue is published and put into print
- j) Takes responsibility for staff and newspaper
- k) Manages conflict
- l) Maintains safety for staff
- m) Trains replacement
- n) Updates and maintains the transition document for editor in chief position
- o) Acts as public relations coordinator

### 2. **Business Manager**

- a) Acts as co-chair of all meetings
- b) Acts as RSO treasurer
- c) Attends all necessary hearings for allocations, both space allocations, and budget allocations
- d) Oversees budget creation and its framework
- e) Works alongside EIC for allocation hearings documentation and paperwork such as: inventory, and planned spending

- f) Completes all financial tasks associated with the organization's function, including contracts, print services, invoices, index accounting, and ad sales
- g) Meets with financial advisor once a week
- h) Nominates and trains replacement for the position
- i) Updates and maintains the transition documents for the Business Manager position
- j) Manages miscellaneous accounting documents such as merchandise sales, giveaways, and uniforms
- k) Should the advertising income allow, compensation should be done through banweb with the financial advisor's approval, and be well-documented

### **3. Managing Editors**

- a) Assist EIC with managing members
- b) Act as RSO vice president and secretary, respectively
- c) Assist with newspaper layout and updating the website
- d) Maintain definitive opinion on copyediting
- e) Update EIC on weekly newspaper progress
- f) Manage community events
- g) Nominate and train new replacements
- h) Update and maintain the transition documents for the managing editor positions

### **4. Media Manager**

- a) Responsible for the graphical integrity of the publication
- b) Manages media team
- c) Nominate, trains new and documents replacements for managing editor positions
- d) Updates and maintains the transition documents for the managing editor positions

### **5. Advisors**

- a) The Advisor of The Lode will be responsible for:
  - (1) Assisting in the leadership transition
  - (2) Building organizational knowledge
  - (3) Imparting knowledge on the EIC and/or it's members

- (4) Serving as a guide to the EIC
- (5) Providing informed advice for actions in any circumstance deemed necessary by either the advisor or any member of the Editorial Board
- b) The term of office for the advisor(s) is one year, renewable indefinitely
- c) Replacement
  - (1) An advisor may be replaced by a 2/3rd majority vote of The Lode Editorial Board
  - (2) A replacement must be identified prior to the removal of the advisor

G. Attendance:

1. All the Board members, with the exclusion of the advisor, are required to attend all the General Body Meetings and all Special Meetings. If unable to attend, special permission needs to be obtained from the Editor-in-Chief at least 24 hours prior to the meeting.
2. All the regular members need to attend at least 75% of the General Body Meetings. If unable to meet these criteria, permission needs to be obtained from the Editor-in-Chief or the Business Manager.
3. Failure to comply with the attendance policy may lead to the removal from the organization.

## **IV. Meetings**

### **A. General Body Meetings**

1. General Body Meetings shall be held once per week during the regular Fall and Spring semesters. Meetings are called by the Editor in Chief, but under extenuating circumstances, meetings may be called by anyone on the editorial board.

### **B. Special Meetings**

1. Special meetings take place outside of the General Body Meeting time and can be requested by any regular member with approval from the Editor in Chief.
2. All special meetings require at least 48 hours' notice.

## **V. Dues**

- A. There will be no dues required for The Lode membership.

## **VI. Constitution**

### **A. Ratification**

1. The constitution must be ratified by a majority of the regular membership, and 2/3 of the Editorial Board members before adoption.
2. It will be considered in effect when approved by the Office of Student Leadership and Involvement or its designated representative.

### **B. Amendments**

1. Any regular member may propose an amendment. The amendment must be in writing and presented at a general body meeting.
2. The written amendment must be presented at least one week prior to the voting and all the members need to be notified about the amendment.
3. A 2/3rd majority of regular members must approve to adopt an amendment.
4. The amendment will take effect upon the approval of the Office of Student Leadership and Involvement or its designated representative.

## **VII. Budget**

- A. The Lode's budget will be composed in early spring for the following year.
- B. The funds allocated from USG will be used for:
  1. Printing costs
  2. Newspaper production, such as software subscriptions
  3. Newspaper membership fees
  4. Web hostings
  5. Promotional materials
  6. Other organizational needs as seen fit by the Editorial Board and/or advisor

C. Advertisements through The Lode can be purchased for a fee.

1. The money collected through ad sales can be used to compensate members of The Lode