

# Troubadour Constitution

Created September 4, 2011

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## **ARTICLE I: Name**

Section I: The name of the publication is *The Troubadour*.

## **ARTICLE II: Purpose**

Section I: *The Troubadour* will release an annual yearbook publication each school year.

Section II: *The Troubadour* exists for the members of the Hendrix community and for the general public as a record-book of the college's school year—covering the academic, athletic, and social dimensions of the college.

## **ARTICLE III: Membership**

Section I: Any Hendrix student may apply for a position on *The Troubadour's* staff.

## **ARTICLE IV: Officers**

Section I: The Media Committee will elect the Senior Staff which is made up of Editor-in-Chief and Associate Editor.

Section 2: All other employees of *The Troubadour* are hired by the Editor-in-Chief and Associate Editor. In the case that an Associate Editor has not yet been selected, members of the Media Committee will aid in the hiring process.

Section I: The Editor-in-Chief is responsible for overseeing the production of *The Troubadour* yearbook. This position entails:

- Communicating with Student Senate, the Media Committee, the yearbook sponsor, and the yearbook publisher
- Responsibly handling the *Troubadour's* finances
- Planning the publication's page-by-page setup and assigning internal deadlines to spreads
- Working with the publisher to establish deadlines with the plant
- Directing the selection of the publication's theme
- Incorporating the theme into the publication's structure, copy, and design
- Designing the publication's cover, endsheets, title page, opening, dividers, and colophon
- Completing the senior section in its entirety
- Editing the work of peers for design consistency and mistakes in copy
- Monitoring the staff's progress and ensuring completion of assignments in a timely manner
- Assisting staff members and mediating problems when necessary
- Planning staff meetings and notifying staff members at least 48 hours in advance of said meetings

Section II: The Associate Editor serves as an assistant to the Editor-in-Chief. This position entails:

- Standing in for the Editor-in-Chief at staff meetings or media committee meetings if he/she is unable to attend
- Assisting the Editor-in-Chief in making decisions regarding *The Troubadour*
- Taking attendance and minutes at staff meetings
- Sending monthly updates to the advisor

Section III: All other staff members will work under the Editor-in-Chief and Associate Editor in the production of *The Troubadour*.

Section IV: Volunteer staff members will be accepted. Any work done by volunteers will be accredited appropriately.

#### **ARTICLE V: Finances**

Section I: *The Troubadour* will submit a budget to the Student Senate each year, and the Student Senate will allocate money to *The Troubadour*. The editorial staff that is serving during the time of spring allocation will be responsible for creating and submitting the following year's budget.

Section II: The advisor, editor-in-chief, and Student Senate have the right to review *The Troubadour's* accounts at any time.

Section III: Purchases made from the account of *The Troubadour* require the prior knowledge and consent of the Editor-in-Chief and advisor.

#### **ARTICLE VI: Meetings**

Section I: *The Troubadour* will hold frequent organizational meetings. Staff members are expected to attend such meetings unless a reasonable explanation is provided.

#### **ARTICLE VII: Disciplinary Action**

Section I: Staff members who fail to fulfill their responsibilities will be released from their positions and denied their paychecks (if applicable).

#### **ARTICLE VIII: Amendments**

Section I: Anyone may propose a change to the constitution by contacting the advisor.

Section II: Any amendments to the constitution must be approved by the Media Committee.