

Constitution of Tobeco
The Literary & Arts Journal
of
Clarion University, Clarion County, and Venango College

ARTICLE I

Name

The name of this organization shall be Tobeco. It is the campus and community literary and arts journal based out of Clarion University of Pennsylvania. The name "Tobeco" is derived from the Native American word for the local, Clarion River.

Article II

Purpose

The purpose of this organization is to provide an outlet for the student and faculty contributors from Clarion University, the county, and Venango College in which to display their literary and artistic talents. Through the publication of the journal, we hope to raise cultural and artistic awareness and to advocate a comfortable and creative environment for writers and artists alike.

Article III

Membership

Membership on Tobeco is voluntary; any interested member of the student body- full-time or part-time, undergraduate or graduate- may be a member of the editorial board.

Article IV

Officers and Duties

Section 1. The chief officer(s) of the organization is the student editor-in-chief (s). This person shall be selected from volunteer(s) by the faculty advisor. If no one volunteers for this position, the faculty advisor shall solicit among the members until an editor-in-chief (s) are found. The editor-in-chief is principally responsible for the production and distribution of the journal after a text has been selected. The editor-in-chief (s) should be a full-time student.

Section 2. Members serve on the editorial board. Their primary responsibility, along with the editor-in-chief (s), is to help advertise for manuscripts and, after these have been collected, to decide which selections should be printed in Tobeco. Members may also be asked to help in various production phases of the journal, with distribution, mailing, and other related tasks. Members may be fulltime or part-time.

Section 3. The faculty advisor(s) has a large role in the organization. It is the advisor (s) who selects a responsible person for editor-in-chief (s); if that person fails to perform satisfactorily, he/she must select another chief editor. Since the advisor is familiar with the entire process of selecting and assembling a journal, he/she must oversee the work of the student editors so that all steps in the process are done correctly and in a timely fashion. The advisor (s) serve s as a resource person and aid the editor-in- chief(s) whenever and however possible.

Article V

Meetings

There shall be a minimum of three meetings a year. A meeting shall be called in the fall to assess interest among students in working on and producing the journal. The entire process shall be explained by the advisor. Volunteers for editor-in-chief shall be called for. Submission and other working deadlines shall be mutually agreed upon for the rest of the calendar year. Calls for contributions will be publicized.

Two spring meetings shall be held near the beginning of the second semester. At these meetings, submissions shall be examined and voted upon by the editorial board and editor-in-chief(s), or co-editors. All submissions shall be considered; majority vote shall decide acceptance or rejection. The faculty advisor shall oversee the board meetings, but he/she shall vote on submissions only if it is necessary to break a tie.

Should it be necessary, the editor-in- chief(s) may call additional meetings.

Article VI

Financing

Since Student Senate has funded the journal in past years, the organization will request annual funding from Student Senate as per past practice.

Article VII

Contributors and Submissions

Any undergraduate, graduate student, faculty member, community member of Clarion county (Clarion University or Venango College) may submit creative writing or art for consideration for publication. A student may be full-time or part-time.

Article VIII

Amending, Suspending, and Accepting the Constitution

The constitution may be amended by submission of an amendment in writing at a spring meeting (after the current board has been formed). The amendment shall be discussed and voted upon. A two-thirds vote is necessary to amend, as well as approval from the advisor(s). If the advisor (s) disapproves, the

board and the advisor (s) shall negotiate until a mutually satisfactory amendment has been agreed upon. Such amendments must also be approved by the Student Senate and the University president. An Article or section of the constitution may be suspended for one year by a majority vote of the current board; a longer suspension must give way to the amendment process as above.

Article IX

Ratification

A majority vote of the current editorial board is necessary to ratify this constitution.

Article X

Maintenance

Any change of status in membership, function, makeup, etc., must be reported to Student Senate on a "Change of Status" form.