

*The Rubicon  
Constitution*

**ARTICLE I: NAME AND PURPOSE**

**Section 1.**            **The name of this organization established by this constitution shall be the Rubicon.**

**Section 2.**            **The purpose of this organization shall be to:**

- A. Provide opportunities for professional growth through the editing and publication process.
- B. Provide a medium for publication once per semester.
- C. Encourage communication among student members, faculty, and administration.
- D. Host educational, literary-focused events, such as poetry readings, live music, creative forums, and visiting authors.

**Section 3.**            **This organization is not affiliated with any local, state, or national group.**

**ARTICLE II:            NON-DISCRIMINATION STATEMENT**

**Section 1.**            **Membership in The Rubicon shall be without regard to sex, race, color, or national origin.**

**Article III. MEMBERSHIP**

**Section 1.**            **Membership stipulations**

- A. Anyone may become a member who:
  - 1. Is a student at Troy University
  - 2. Has paid the required dues
  - 3. Has a minimum 3.0 GPA
- B. Voting members shall consist of all members who:
  - 1. Have paid all the required dues
  - 2. Have fulfilled attendance requirements as specified in the bylaws.

## **Section 2.**

### **Removal of Members**

- A. Grounds for removal of members include:
  - 1. Violation of University Policy
  - 2. Violation of the Troy University Code of Conduct
  - 3. Non-payment of dues
  - 4. Violation of attendance policy as stated in the bylaws
  - 5. Failure to meet required minimum GPA standards
  
- B. A member may be removed by the following process:
  - 1. A petition to remove the member should be submitted to the executive board. Such a petition must contain the signatures of at least 30% of the voting members. When such a petition is received, the Editor-in-Chief shall call a meeting of the organization to decide upon removal.
  - 2. The grounds for removal are to be presented by the Editor-in-Chief at a regular or special meeting of the organization.
  - 3. The member in question shall be provided two weeks to present a defense either in person or in writing.
  - 4. Voting is not to occur sooner than one week after the presentation of the grounds and defense have been made. In order for a vote for removal to take place, at least a 2/3 majority of the voting membership must attend the meeting, and 2/3 majority vote of the members present at that meeting is required for removal.

## **Section 3.**

### **Appeal of Removal of Members**

- A. Members may appeal their removal, but the appeal must be made within two weeks of the vote for removal by requesting the Editor-in-Chief to call a special meeting of the organization. The Editor-in-Chief shall notify all members of this meeting, which is to occur at least one week and not more than one month after the appeal request is received by the Editor-in-Chief.
  
- B. The decision to repeal the vote for removal shall require at least 2/3 majority of the voting membership to attend the meeting, and 2/3 vote of the members present at the special meeting.

## **ARTICE IV: OFFICERS**

### **Section 1.**

#### **Elected Officers**

The officers of this organization will be:

- A. Editor-in-Chief
- B. Managing Editor
- C. Secretary/Treasurer

**Section 2. Qualifications for Holding Office**

In order to be eligible to hold an office in this organization, the following qualifications must be met:

- A. The candidate must be a student member of the organization.
- B. The candidate must have held membership in the organization for at least one year
- C. The candidate must have a minimum GPA of 3.2.

**Section 3. Elections**

- A. The officers of this organization shall be elected for a term of one year.
- B. There will be no restrictions placed on the number of terms of office a member may hold.
- C. Elections will be held by the second week of May.
- D. Election to office will be by simple majority vote of the members present.

**Section 4. Duties of the Officers**

- A. The Editor-in-Chief shall be the principal executive officer and shall have the following duties:
  - 1. To preside at all meetings of the organization
  - 2. To call special meetings of the organization, when required
  - 3. To attend a Student Organization President meeting held by the Office of Student Involvement and Leadership each Fall and submit the Student Organization Registration form each Fall
  - 4. To schedule all events and obtain appropriate facilities for these activities
  - 5. To prepare and file any report required by the University.

6. To appoint committee chair people subject to the approval of the Executive Board
7. To perform other duties as specified by the bylaws
8. To prepare and maintain a manual/binder/electronic files related to the office and to review all materials in the transition of the incoming Editor-in-Chief prior to giving up the office
9. Setting submission deadlines
10. Coordinating shipment arrivals and acting as liaison with the printing company
11. Managing email account and answering all emails

B. The Managing Editor shall have the following duties:

1. To assume the duties of Editor-in-Chief (until a special election can be held) in the event of a vacancy in the office
2. To serve as an ex-officio member of the Standing Committees of the organization
3. To plan the officers' orientation and organization retreats
4. To perform other duties as assigned by the Editor-in-Chief or as specified in the bylaws
5. To prepare and maintain a manual/binder/electronic files related to the office and to review all materials in the transition of the incoming Managing Editor prior to giving up the office
6. Arranging archival and storage of The Rubicon magazines

C. The Secretary/Treasurer shall have the following duties:

1. To keep a record of all members in the organization
2. To keep a record of all activities of the organization
3. To keep financial records of the organization
4. To prepare and submit financial reports to the members
5. To prepare the annual budget and all budget requests for funds
6. To keep and distribute minutes of each meeting of the organization
7. To notify all members of meetings
8. To handle all official correspondence of the organization
9. To perform other duties as assigned by the Editor-in-Chief or as specified in the bylaws
10. To prepare and maintain a manual/binder/electronic files related to the office and to review all materials in the transition of the incoming Secretary/Treasurer prior to giving up the office
11. To become familiar with University accounting procedures and policies

**Section 5. Vacancy of an Office**

- A. In the event of a vacancy in an office other than the Editor-in-Chief before the expiration of a full term, a special election shall be called by the Editor-in-Chief within two weeks to fill the vacancy.

**Section 6. Removal of Officers**

- A. Grounds for removal of an officer include:
  - 1. Violation of University Policy
  - 2. Violation of the Troy University Code of Conduct
  - 3. Failure to perform the duties of the office as set forth in the constitution and bylaws of the organization
  - 4. Failure to uphold the provision of this constitution and bylaws
  - 5. Failure to meet required minimum GPA standards
- B. An officer may be removed by the following process:
  - 1. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signatures of 30% of the voting members of the organization. When such a petition is received, the officer shall call a meeting of the organization to decide upon removal.
  - 2. The grounds for removal are to be presented by the officer in charge at a regular or special meeting of the organization.
  - 3. The officer in question shall be provided two weeks to present a defense either in person or writing.
  - 4. Voting is not to occur sooner than one week after the presentation of the grounds and defense have been made. In order for a vote for removal to take place, at least 2/3 of the voting membership must attend the meeting, and a 2/3 vote of the members present at that meeting is required for removal.

**Section 7. Appeal of Removal of Officer**

- A. An officer may appeal his/her removal, but such appeal must be made within two weeks of the vote for removal by requesting a special appeal meeting of the organization. The Editor-in-Chief, or Managing Editor if the Editor-in-Chief is the officer being removed, shall notify all members of this meeting which is not to occur less than one week and not more than one month after the appeal request is received.
- B. The decision to repeal the vote for removal shall require at least a

2/3 majority of the voting membership to attend the meeting, and a 2/3 majority vote of the members present at the meeting.

**Section 8. Changes in Officers**

All changes in officers shall be submitted to the Director for Student Involvement and Leadership within two weeks of such a change.

**ARTICLE V. FACULTY ADVISOR**

**Section 1. Advisor Selection**

- A. The Advisor to this organization must be a member of the Troy faculty or staff.
- B. The organization Advisor shall be elected by a simple majority vote each year at the time of the regular organization elections.

**Section 2. Role of the Advisor**

- A. The Advisor must co-sign all financial transactions of the organization.
- B. The Advisor shall assist the officers and the members in accomplishing the purpose of this organization.
- C. The Advisor shall regularly review the financial records of the organization and forward mailings to the appropriate officers.

**ARTICLE VI. MEETINGS**

**Section 1. Meetings**

- A. Business meetings of the organization shall be called by the Editor-in-Chief at least three times a semester during the academic year.
- B. Non-business meetings for the purpose of instruction, practice, editing, or other activities shall be held as specified by the bylaws.

**Section 2. Special Meetings**

- A. Special meetings may be called by the Editor-in-Chief upon one week notice to the members.
- B. The Editor-in-Chief shall call a special meeting when requested by 30% of the voting membership.

**Section 3. Quorum**

- A. A quorum at business meetings shall consist of 30% of the voting membership.
- B. Quorum is not required to hold non-business meetings (such as instruction, classes, or other activities).

**Section 4. Parliamentary Authority**

The Parliamentary Authority shall be *The Standard Code of Parliamentary Procedure*.

**ARTICLE VII. EXECUTIVE BOARD**

**Section 1. Responsibility**

Management of this organization shall be voted in an Executive Board responsible to the entire membership to uphold this constitution.

**Section 2. Membership**

Membership call consist of the Editor-in-Chief, Managing Editor, Secretary/Treasurer, one member-at-large, and the Advisor.

**Section 3. Meetings**

The Executive Board shall meet at least once before each business meeting to organize and plan future activities and agenda items for meetings.

**Section 4. Quorum**

A quorum of this majority shall be a simple majority.

**Article VIII: COMMITTEES**

**Section 1. Authority to Establish Special Committees**

The Editor-in-Chief shall have the authority to appoint any special committees, with the approval of the Executive Board, as well as meet the needs of the organization.

**Section 2. Special Committees**

The committees may include, but are not limited to, the following:

- A. Art/Design Committee
  1. Recruiting quality art submissions
  2. Collaborating with Art Department (if available)
  3. Choosing the layout design for The Rubicon
  4. Managing suggestions for the proposed layouts
  5. Any other duties as determined by the Editor-in-Chief
  
- B. Fiction/Prose Committee
  1. Recruiting quality fiction/prose submissions
  2. Filtering and approving the fiction/prose submissions
  3. Editing the fiction/prose submissions
  4. Any other duties as determined by the Editor-in-Chief
  
- C. Poetry Committee
  1. Recruiting quality poetry submissions
  2. Filtering and approving the poetry submissions
  3. Editing the poetry submissions
  4. Any other duties as determined by the Editor-in-Chief
  
- D. Public Relations Committee
  1. Recruiting quality submissions
  2. Managing social media
  3. Managing flyers and physical advertisements
  4. Any other duties as determined by the Editor-in-Chief
  
- E. Fund-Raising Committee
  1. Managing quality, efficient funding ideas
  2. Securing location, permissions for fund-raisers
  3. Any other duties as determined by the Editor-in-Chief

## **ARTICLE IX: FINANCIAL STRUCTURE**

### **Section 1.**

- A. The Editor-in-Chief and/or the Secretary/Treasurer shall be authorized to sign all financial transactions dealing with organization funds.
  
- B. The Advisor of the organization must co-sign all financial transactions of the organization.
  
- C. In case the group dissolves the remaining monies will be donated to the Alabama Literary Review.



**Section 2.** Dues for this organization shall be approved by a simple majority vote of the voting membership at the election meeting.

Dues will be \$\_\_ per \_\_ and will be due by \_\_\_\_.

**ARTICLE X. BYLAWS**

**Section 1. Provision for Bylaws**

- A. The organization may approve bylaws for the specific operation of the organization.
- B. No bylaw shall be adopted that is contrary to this constitution.

**Section 2. Vote Required**

- A. The organization may adopt, amend, or rescind any bylaw by a 2/3 majority vote of membership.
- B. Any proposed bylaw must be publicized to the members at least one week prior to the meeting at which it is going to be voted upon.

**ARTICLE XI. AMENDMENTS**

**Section 1. Ratification**

- A. A proposed amendment to this constitution shall be presented to the members at least one week prior to the meeting at which the vote shall be held.
- B. Ratification of an amendment to this constitution shall require a simple majority vote of the members present at a regularly scheduled business meeting of the organization and all amendments to this constitution shall be approved by the Student Policy Committee before they take effect.

This constitution was approved by the organization's members on \_\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Advisor

\_\_\_\_\_