

Constitution

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1: *Organization Name*

- This organization shall be named Mosaic Undergraduate Art and Literature Magazine of the Ohio State University.

Section 2: *Organization Purpose*

- The purpose of Mosaic Undergraduate Art and Literature Magazine is sponsored by the Ohio State University English Department and serves as a venue for the artistic and literary community of the Ohio State University. In addition to the annual magazine publication, Mosaic offers poetry readings, art and literature workshops, professional development workshops, a Professor/Protégé talk, and an end of the year unveiling where the new magazine is presented and winners are awarded for their outstanding art and literary pieces. Any undergraduate is welcome to submit their work.

Section 3: *Non-Discrimination Policy of the Organization*

- *Mosaic Undergraduate Art and Literature Magazine* shall not discriminate on the basis of age, ancestry, disability, gender identity or expression, genetic information, military status, national origin, race, religion, sex, sexual orientation, and/or veteran status in its program and activities.

Section 4: *Parliamentary Authority*

- “The rules contained in the Robert’s Rule of Order shall govern the organization in all case to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.”

Article II – Membership: Qualifications and Categories of Membership, Rights and Responsibilities, Membership Year, Membership Dues, and Removal Method of Staff Members

Section 1: *Membership: Qualifications and categories of membership.*

- Staff membership is on the basis of application. The Art, Literature, Layout, and the Editors-in-Chief review the applications and accept members based on prior experience and relevant qualifications. Staffs range from two to fifteen members depending on the direction of the editors and their requirements.

Section 2: *Rights and Responsibilities of Members*

- Each member holds the right to participate in all events, contribute their appointed staff, and apply for editorial positions. All members are expected to be active participants in their designated staff.

Section 3: *Membership Year*

- *Mosaic Art and Literature Magazine* shall convene at the start of autumn semester each academic year

Section 4: *Membership Dues*

- N/A. No dues are required for the membership of this organization.

Section 5: *Method Removing Staff Members.*

- The Mosaic Magazine editorial board reserves the right to remove staff members whose actions are deemed inappropriate for the nature of the magazine. A

complaint against a staff member must be brought to the attention of the editorial board before any action is taken. The member in question is allowed to argue his or her case to the members of the editorial board and advisors before an official decision is made. The board will investigate and vote to remove the student from the organization, put the student on probation, censure the student, or take no action. Before said action is taken against the student in question the editorial board must receive permission from both advisors of the magazine.

Article III – Organization Leadership Titles, Terms, Election Procedures, and Method of Removing Officers

Section 1: Organization Leadership: Titles

- *Mosaic Art and Literature Magazine* shall have up to two Editor-in-Chiefs, Art Editors, Literature Editors, and Layout Editors and a Treasurer.

Section 2: Leadership Term

- Term for Editorial Board members shall be one full academic year

Section 3: Election Procedures

- Editorial board positions are selected by the current Editorial staff by election with advisor approval. Elections shall be held by the fifth Friday of Spring Semester.

Section 4: Method of Removing Officers

- *Mosaic Magazine* editorial board reserves the right to remove officers whose actions are deemed inappropriate for the nature of the magazine. A complaint against an officer must be brought to the attention of the editorial board before any action is taken. The officer in question is allowed to argue his or her case to the members of the editorial board before an official decision is made. The board will investigate and vote to remove the student from the organization, put the student on probation, censure the student, or take no action. If an editorial board member is not fulfilling his or her duties as described under Article IV, the remaining members of the board and the organization's advisor may vote to remove the editorial board member from his or her position or take any of the aforementioned disciplinary measures after said member has been given the opportunity to argue his or her case.

Article IV – Editorial Board Positions

Section 1: Editor-in-Chief

- Up to two people can serve as Editor-in-Chief per year who will be classified as Primary and Secondary Leaders under the OSU student management. Terms are one year long beginning with the new school year after their selection by the outgoing Editor(s)-in-Chief, and ending at the end of the same school year. Duties include choosing and overseeing the rest of the editorial board, hosting scheduled editorial board meetings, assisting with staff selection, coordinating the poetry readings, workshops, Professor/Protégé, and the magazine unveiling—corresponding with the printer finishing and delivering the magazine to the press before the Unveiling in a timely manner. They will also set deadlines for staff applications and submissions, and serve as a resource and provide general

leadership to the entire staff and editorial board.

Section 2: Assistant Editor

- (Optional per Editor-in-Chief's decision): Terms are one year long beginning with the new school year after their selection by the outgoing Editor(s)-in-Chief, and ending at the end of the same school year. Chosen by Editor(s)-in-Chief. Duties include helping the Editors-in-Chief fulfill their duties, and fundraising.

Section 3: Art Editor

- Two people can serve as Art Editor. Terms are one year long beginning with the new school year after their selection by the outgoing Editor(s)-in-Chief, and ending at the end of the same school year. Chosen by the Editors-in Chief. Duties include deciding on the art work to be published in the magazine and finding presenters and artists for the poetry readings (when applicable), Professor/Protégé, art workshops. Must attend editorial board meetings, hold weekly meetings with their staff when appropriate, and distributing advertisements.

Section 4: Literature Editor

- Two people can serve as Literature Editor. Terms are one year long beginning with the new school year after their selection, and ending at the end of the same school year. Chosen by the Editors-in Chief. Duties include deciding on the literature to be published in the magazine and finding presenters for the poetry readings, Professor/Protégé, literature workshops. Must attend editorial board meetings, hold weekly meetings with their staff when appropriate, and distributing advertisements.

Section 5: Layout Editor

- Two people can serve as Layout Editor. Terms are one year long beginning with the new school year after their selection by the Editor(s)-in-Chief, and ending at the end of the same school year. Duties include designing and laying out the magazine. Must attend editorial board meetings, hold weekly meetings with their staff when appropriate, and design advertisements.

Section 6: Webmaster

- One person can serve as Webmaster. Terms are one year long beginning with the new school year after their selection, and ending at the end of the same school year. Chosen by the Editors-in-Chief. Duties include: creating and maintaining the website and officiating Mosaic Magazine social media pages and feeds.

Section 7: Treasurer

- Chosen by the Editors-in-Chief. One year term. Duties include managing the funds from the Ohio Union and all connected duties such as audits of events, as well as fundraising and managing the funds gained through sponsorships.

Article V – Advisors

Section 1: *Advisor(s) or Advisory Board: Qualification Criteria.*

- The advisor is a full-time faculty member employed by the English program. They oversee the entire Mosaic staff and publication, and approve all programs and monetary spending. The advisor aids all staffs where help is desired and serves as a contact person for Mosaic.

Article VI – Meetings: Requirements, Frequency, and Specialty Meetings

Section 1: *Required meetings and their frequency*

- The Mosaic editorial board meets as desired by the Editor-in-Chief, and all editors are required to attend. The Editors are required to hold meetings with their staffs every week during the period in which their staff assists with the creation of the magazine, and keep them up-to-date with the activities of the Magazine. General Meetings are scheduled by the Editorial Board on a biweekly basis.

Section 2: *Specialty Meetings*

- Meetings which serve a special purpose may be called to order by the advisor or any member of the Editorial Board.

Article VII – Proposing and Enacting Amendments

Section 1: *Proposing Amendments*

- Proposed amendments should be in writing and distributed to the entirety of the Editorial Board prior to amendment.

Section 2: *Enacting Amendments*

- Amendments to the constitution will be enacted by the Editor-in-Chief with approval from both advisors.

Article VIII – Method of Dissolution of Organization.

- Dissolution of Mosaic Undergraduate Art and Literature Magazine is contingent on the decision of the editorial board and the Ohio State English program after all payments of purchase orders and bills have been remunerated, remaining funds shall be transferred to the Student Development student fund account.