***Fisher Ink***

***From Pen, to Paper, to Print***

**A student publication of the Fisher College of Business, Undergraduate Program**

**Constitution**

***Article l - Name, Purpose, and Non-Discrimination Policy***

Section 1 – *Fisher Ink* (FI) is an independent student news magazine that will serve as a voice for the undergraduate students of The Ohio State University’s Max M. Fisher College of Business.

Section 2 – *Fisher Ink* is a student publication that strives to inform and unify the undergraduate student body of the Max M. Fisher College of Business by fostering a sense of community and enriching staff collaboration. This publication will also serve as an educational experience for the larger business community and publication staff members.

Section 3 – Positions on the *Fisher Ink* staff are open to students currently admitted to The Ohio State University. This publication will still adhere to the university’s non-discrimination policy. Statement of nondiscrimination prohibiting discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the guidelines.

***Article II - Membership: Qualifications and Categories of Membership***

Membership will be granted after an application process, the purpose of which is to create a sense of importance for every member to show dedication. Prospective members may shadow meetings to gauge interest in Fisher Ink and specific roles prior to participating in the application process. Application periods will be held at the beginning or every semester and mid-semester. Voting membership will be open to all general members of Fisher Ink who have attended at least two (2) general meetings. General members are students who have been accepted into the organization and are consistently dedicated to the organization by attending meetings, paying the required dues, contributing to issue publications and releases, and upholding the values that we want to portray as an organization. An executive staff member will embody all of those qualities as well as assume the responsibilities of their positions.

***Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders***

The Executive Staff will consist of the President, Vice President of Production, Vice President of Writing, Vice President of Design, Vice President of Photography, Vice President of Podcast, Vice President of Promotions, Vice President of Operations, & Treasurer and is expected to manage and facilitate the general staff of the publication and ensure regular publication of *Fisher Ink*. Executive staff members are appointed in the spring term by the previous year’s executive board after an extensive interview process. Appointments are for one academic year (summer to spring). Executive staff members will be eligible to reapply for the same committee position for the next academic year, assuming that they have maintained membership eligibility and fulfilled their stated duties. Another general member can challenge the incumbent staff member, in which case selection will be based upon an extensive interview process. If the incumbent member is not challenged, then reappointment will be based upon a majority vote among the outgoing executive staff. If a current committee leader is not fulfilling his or her duties, the executive board may open up a re-election period, during which the incumbent may choose to give up the position or appeal to keep it. If the incumbent chooses to appeal, he or she will be given a chance to present to the executive board why the position should be kept. If the choice is to give up the position, applications for the position will open up, after which an interview process with the executive board will occur.

Section 1 – One **President** will oversee the entire staff of the publication. He or she will serve as a liaison between the editorial staff and the other staffs of the paper. The President’s other responsibilities will include, but are not limited to, ensuring constant communications with the Fisher College of Business administrative staff, ensuring that all article and layout deadlines are met, completing tasks essential to production of the magazine that are not assigned to anyone else, and playing a vital role in the appointment of new staff members.

Section 2 – One **VP of Operations** will serve on the executive staff of *Fisher Ink*. VP of Operations shall assume responsibility of tracking attendance of members, adding new and removing old members from the roster, taking general meeting notes, compiling individual team notes, and sending email reminders and updates to all members. Additionally, they are responsible for planning and promoting one social event per month and for keeping track of the point system used to reward attendance. They are also in charge of overseeing all special events, coordinating and marketing special events (issue releases, iSpy EY, Fisher Festival, etc.), delegating tasks to team members, and handling sign-ups for working special events.

Section 3 – One **VP of Writing** will serve on the executive staff of *Fisher Ink*. They are responsible for managing the Writing Team, planning meetings, delegating writing assignments to team members, ensuring that all deadlines are met, and assisting in any executive decisions associated with the look and feel of the publication.

Section 4 – One **VP of Design** will serve on the executive staff of *Fisher Ink*. They are responsible for managing the Design Team, planning meetings, delegating design assignments to team members, ensuring that all deadlines are met, and assisting in any executive decisions associated with the look and feel of the publication.

Section 5 – One **VP of Promotions** will serve on the executive staff of *Fisher Ink.* This VP will oversee the Promotions team. This VP oversees the creation of content for all promotion channels including but not limited to social media accounts and website. They may adapt the design guidelines to create cohesion among the magazine brand and promotion efforts. Additionally, they are responsible for increasing recognition of magazine content throughout campus. They will work with Fisher staff and develop partnerships with other organizations.

Section 6 – One **Treasurer** will serve on the executive staff of *Fisher Ink*. They are responsible of the financial state of the magazine by keeping account of our finances. They will be responsible for reporting and settling any financial disputes with the advisor and Executive Staff. They are in charge of all fundraising activities not limited to but including the sale of ads in our print magazine.

Section 7 – One **VP of Productions** will serve on the executive staff of *Fisher Ink*. They are responsible for managing all aspects of the production of the print and digital magazine. He or she will oversee the VPs of Writing, Design, Web Content, and Photography. The VP of Productions will assume responsibility for the scheduling of deadlines and editing the magazine.

Section 8 – One **VP of Photography** will serve on the executive staff of *Fisher Ink*. They are responsible for managing the Photography Team, planning meetings, delegating photography assignments to team members, ensuring that all deadlines are met, and assisting in any executive decisions associated with the look and feel of the publication. This executive will provide instruction for new photographers on taking quality photographs and how to direct a photoshoot.

Section 9 – One **VP of Podcast** will serve on the executive staff of *Fisher Ink*. They are responsible for managing the production and planning process of the podcast *Fisher Link*. This will include but not limited to leading the podcast team of interviewers and audio designers, making schedules, planning and running team meetings, and ensuring the produced content of *Fisher Link* is engaging, professional, and accurately represents Fisher Ink and the Fisher College of Business. The VP of Podcast will collaborate with the VP of Promotions on podcast advertising and sponsorships.

***Article IV – Advisor(s) or Advisory Board: Qualification Criteria***

*Fisher Ink* will also have a **Faculty Advisor**. The Advisor shall be faculty or an administrative and professional staff member. The duties of the advisor shall include, but not be limited to, approval of the student organization’s annual budget and expenditures, advising on matters of ethical accountability, and advising on the selection of the editor or president.

***Article V – Regular Meetings***

Required meetings and their number are specified each term. At least two general meetings of the membership should be required each academic term except for summer.

***Article VI – Method of Amending Constitution Proposals***

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

**By-Laws**

***Article 1 – Parliamentary Authority***

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

***Article II- Membership***

General Membership of *Fisher Ink* is open to all interested Ohio State students upon completing an application to join the organization. We will accept members who are committed to producing a high-quality publication for Undergraduate Fisher students.

***Article III- Election, Fisher Ink Leadership***

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

***Article IV- Executive Staff***

Specific duties of the Committee and its responsibilities to the membership have been stated above.

***Article V- Standing Committees***

Specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership are to be determined by the committee heads and the executive staff. Responsibilities may vary depending on the goals that *Fisher Ink* wishes to achieve during the academic year.

***Article VI - Adviser/Advisory Board Responsibilities***

There will one Faculty Advisor of *Fisher Ink* who must fulfill all of the duties listed in the Constitution. Advisor is not required to attend meetings but must attend at least one Editorial Staff meeting per quarter. They are also responsible for co-signing all organization checks if needed.

***Article VII - Meeting Requirements***

Members of the Executive Staff are required to meet once a week unless otherwise stated.

***Article VIII - Method of Amending By-Laws***

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

***Article IX – Removal of General Members and E-Board Members***

General members may be removed from the organization by a general vote of all active members. To initiate a vote to dismiss a general member, there must be 3 complaints against said member. Once initiated, a simple majority vote is required to fully dismiss a general member. An executive staff member can be dismissed in a similar fashion after 3 complaints have been submitted to the President about another executive staff member. The President can also initiate a vote to dismiss an executive staff member based on lack of attendance (less than 50%) or a lack of fulfilling their stated duties.

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