

# Constitution of The Sundial

## Article I - Existential Matters

### Section 1 - Name

The name of this organization shall be “The Sundial”, with possible extensions added thereafter describing the type of publication (The Sundial Humor Magazine, The Sundial website, etc.).

### Section 2 - Mission Statement

Our purpose is to bring laughter to The Ohio State University through written comedy and improve the comedy writing skills of our membership while fostering a supportive community-based organization.

The Sundial supports writers of all different nationalities, religions, sexual orientations, and genders. The Sundial will not publish any content that is deemed racist, homophobic, transphobic, sexist, or makes any of our members feel unsafe.

### Section 3 – Vision Statement

Our vision is to create an organization harmonizing a balance between content and community to support our members, alumni, and audience.

### Section 4 - Anti-Discrimination Statement

The Sundial does not discriminate 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 bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, The Sundial expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to the non-discrimination, harassment, and sexual misconduct policy found here: [www.go.osu.edu/non-discriminationpolicy](http://www.go.osu.edu/non-discriminationpolicy). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <https://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

Members who feel these policies are not being followed are strongly encouraged to contact the currently elected Editor-in-Chief or Managing Editor.

# Article II - Membership

## Section 1 - Base Criteria and General Membership

General Membership in The Sundial is open to all currently enrolled students at The Ohio State University. Members may join the organization at any time. All members of the organization are encouraged to move up through the different membership tiers, as stipulated below.

### 1.1 - Contributor

The base status of all new members of The Sundial staff. They shall attend at least one general meeting and submit a single work of comedy (be it a work of prose, art, or anything else). They shall be able to vote in elections and otherwise claim to be a published author.

### 1.2 - Staff Writer

The second level of membership: an indication that this contributor has developed quality work through both creativity and teamwork and has earned a degree of trust amongst the editorial staff. They shall attend at least five (5) meetings and submit three (3) or more works of comedy, two of which should be published.

### 1.3 - Senior Staff Writer

The third and final level of general membership: an indication that this staff member has significantly helped to shape The Sundial through both their comedic contributions and personal interactions with other members of the staff. This status shall be granted by the executive board to members who attend 75% of meetings in a semester and maintain active contributions in and beyond meetings, demonstrating their dedication to the organization. They gain a fancy title, the benefits of being a staff writer, and special responsibilities in a few selected scenarios.

## Section 2 - Special Staffing

### 2.1 - Guest Writer

Any writer published on The Sundial's channels who does not fit the base criteria or any of the staff criteria will be denoted as a Guest Writer. This includes students who are not Contributors, as well as any writer or content provider who is not a student at The Ohio State University. Their pieces shall be subject to the same editorial guidelines and standards as other members.

### 2.2 – Alumni

Any pieces published by Alumni during or after their time at The Sundial shall be prefixed by their highest achieved tier of membership, followed by “ – Alum”. For example, an alumni who was a senior staff writer shall be attributed as “Senior Staff Writer – Alum”, and so on.

### 2.3 – Leads (Special Positions)

Leads shall be special positions appointed by the executive board to fulfill certain duties, adapted to the needs of the organization and the skill set of the lead. Each lead shall have a defined title and responsibilities and shall serve at the discretion of a specified e-board member and/or the editor-in-chief. Current leads shall be detailed on a list available to members at their request.

## Section 3 – Editors

Editors shall be appointed and overseen by the Managing Editor under Article 3, Section 5.2. They shall be responsible for editing submissions promptly and following guidance from the Managing Editor as needed. To be eligible to become an Editor, a member shall express interest and seek guidance from the Managing Editor, who should offer guidance on becoming an editor. Election to the editorial team shall be made solely by the Managing Editor, following these three criteria:

1. The prospective editor has demonstrated the ability to accurately analyze and succinctly suggest alteration to comedic elements in a piece of literature.
2. The prospective editor has noteworthy interpersonal skills when communicating with writers about their work.
3. The prospective editor has demonstrated dedication for the Sundial and comedy writing in general.

This process shall take place each semester, with the editorial team chosen near the end of the semester, or in special circumstances, as determined by the ME in conjunction with the EIC.

Editors shall serve in their position until they leave the organization, resign, or are excused from their duties by the Managing Editor.

## Section 4 - Removal of Members

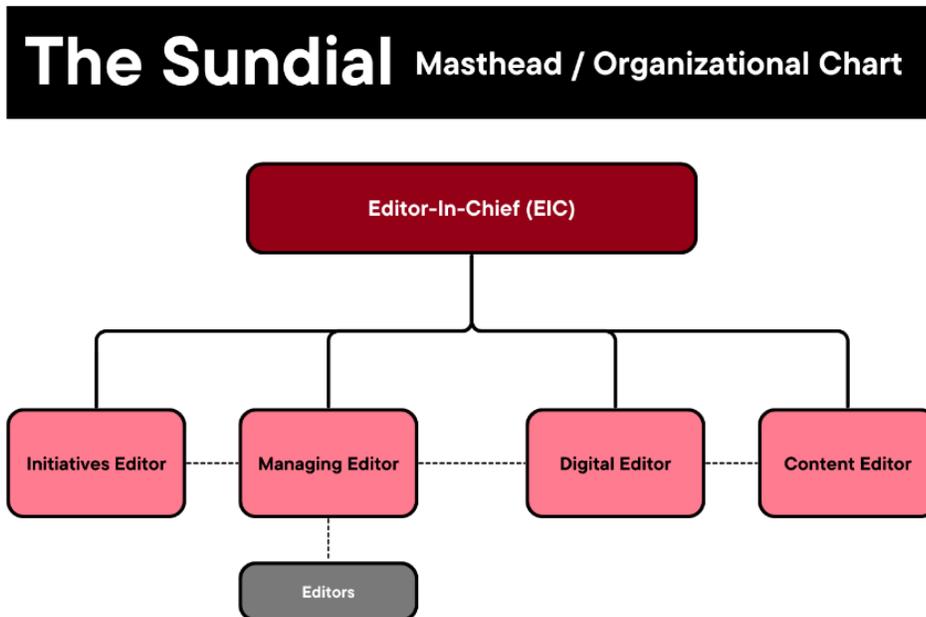
If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or violates this Constitution or the OSU Student Code of Conduct, they can be removed from the organization.

If a member believes another member fits this description, they should approach a member of the executive board with this concern. This concern shall be discussed at the next executive board meeting (see Article V, Section 2), where the member in question shall be given a chance to appeal on their behalf in front of the executive board. The executive board shall deliberate and vote on the removal of the member. There must be a simple majority of executive board members in favor of the removal of a member. If the member in question serves a leadership role (as stipulated in Article III), the guidelines in Article III, Section 6 apply to their removal from said leadership role.

# Article III - Leadership

## Section 1 - Masthead

The Sundial is led by a group of elected officials (hereinafter referred to as “the executive board” or “the e-board”), who fulfill several important roles in the organization. The executive board is structured in a two-level hierarchy, with the editor-in-chief as the ultimate leader of the organization, assisted by Editors who oversee specific aspects of the organization. Combined, these roles make up “the e-board members” (a.k.a. “officers”). The following sections and organizational chart describe the executive board’s structure and roles in further detail.



## Section 2 - Election Procedures

The responsibility of running elections lies with the outgoing executive board. If there happen to be less than two elected executive board members at the time, the responsibility will lie with all Senior Staff Members not pursuing an executive board position.

Elections should be called approximately two to three weeks before the end of each semester, and adequate notice of this date shall be provided to interested applicants. New e-board members officially take power at the end of the specified semester, but may start assuming the duties of the position informally before then in coordination with the respective outgoing e-board member.

All e-board members wishing to maintain their position for a further term must run for re-election at the end of each term.

## Section 3 - Letters of Intent and Presentations

At least a week prior to voting, candidates for each office shall submit a letter of intent to The Sundial email, containing their commitment to running for their specified office. This deadline shall be provided to members with adequate notice by those responsible for the election.

On the day of the elections, prior to votes being cast, each candidate shall give a short presentation regarding their candidacy, platform, and any arguments they would like to make in their own favor. Presentations will be made in the order that the positions appear in this constitution. The order of presenters within each position will be run alphabetically by last name.

Presentations for the position of Editor-In-Chief may run up to 5 minutes, while all other positions may take up to 3. Each will be followed by a 3-minute Q&A session, except for those running for Editor-In-Chief, who will have a 5-minute Q&A session. The highest-ranking outgoing e-board member shall moderate these sessions at their discretion.

## Section 4 - Voting

Votes shall be submitted via ballot and counted by the parties running the election. A winner is declared when a candidate secures the highest percentage of the voting mass. In the event of a tie, a run-off election shall be held between the candidates in question. Following a run-off election, whoever holds the majority is declared the winner, regardless of margin. The winners shall be announced as soon as they are determined.

In the event of a tie between two candidates following a run-off election, the officer core (excluding any members that are candidates for the position in question) will meet privately to vote amongst themselves to determine the winner. Present members of the editorial team will join the officer core in determining a winner ONLY if the tie occurs for the position of EIC.

## Section 5 – Officer Positions and Requirements

Each position in the executive board shall be accompanied by duties and requirements for the position holder. If a member wants to run and does not meet the requirements, the requirements can be overridden with a unanimous vote of the current executive board. Each member shall have access to the Sundial's Email and Google Drive to be used as necessary for their duties.

### 5.1 - Editor-in-Chief

The editor-in-chief (hereinafter EIC) is The Sundial's primary and fearless leader. They shall be responsible for chairing meetings (according to Article V), delegating tasks to other officers, and otherwise overseeing the operations of the organization. The EIC will have the final say on editorial matters. The EIC will serve or delegate representatives of The Sundial for external affairs when needed and shall act as a principal liaison with other organizations. They shall also be responsible for delegating additional responsibilities in the organization not established in this constitution. The EIC serves an elected term of one academic year. To reflect the historical two-person nature of this role, two people may run for this position in a "joint ticket" nature.

## 5.2 - Managing Editor

The managing editor (ME) oversees The Sundial's traditional article writing. They are responsible for helping train, appointing, and maintaining the editorial team pursuant to Article II, Section 3. In coordination with the EIC, the Managing Editor shall work to create and maintain an editorial standards code and ensure its implementation across the editorial board, helping oversee this process as needed. The Managing Editor shall create and maintain an accountability framework for the organization and its members to ensure potential violations of organization or university guidelines are addressed appropriately. The Managing Editor shall also oversee the content schedule and ensure articles are promptly posted after completing the editorial process. This position serves an elected term of one semester.

## 5.3 – Digital Editor

The Digital Editor (DE) shall be responsible for coordinating the posting schedule for The Sundial's principal platforms (Instagram, TikTok, and others as determined by the Digital Editor). They shall coordinate with the rest of the e-board to maintain the designated content schedule, distribute articles and alternative content, manage graphical standards, and engage with followers. This role serves an elected term of one semester.

## 5.4 - Content Editor

The Content Editor (CE) shall oversee The Sundial's content, especially our alternative formats. They shall oversee the creation and formation of zines, which are special-issue magazines of a determined format and contents in coordination with the rest of the e-board. They shall lead alternative content initiatives, including video content, memes, Reddit posts, columns, and other non-article drives, working with the Managing Editor to ensure they complement The Sundial's article content. They shall work with the Digital Editor to ensure content distribution and alignment. This position serves an elected term of one semester.

## 5.5 - Initiatives Editor

The Initiatives Editor (IE) shall oversee the organization's camaraderie and future. They shall plan and lead initiatives relating to recruitment. They shall be a friendly face and point of contact for new and prospective members across The Sundial's contact channels and shall oversee introductory training for novice satire writers as deemed necessary. They shall record meeting attendance. The Initiatives Editor shall devise and help implement new and existing initiatives to grow The Sundial brand across the university, as well as cement its longstanding history. They shall pursue funding and collaborative initiatives with other campus organizations. They shall engage with alumni, external organizations, and potential donors. They shall also organize at least one event a semester outside general meetings to foster internal camaraderie. This role serves an elected term of one semester.

## 5.6 - Advisory Board

The EIC holds the right to operate and appoint an advisory board to help guide the strategy of the Sundial and provide guidance and advice. This board shall have no voting duties. The board's specific responsibilities and term shall be at the sole determination of the EIC.

## Section 6 - Removal of Officers

If a member feels that an officer has not filled their duties, they may submit a petition and written summary requesting the removal of the officer in question. Upon receiving the request, the EIC (or the two VPs if the EIC is the officer in question) will inform the e-board member and at the subsequent e-board meeting they will have time to plead on their behalf. A three-fifths majority is required to move the motion on to the general contributor body.

If the motion is moved to the general contributor body, the officer will have time at the subsequent general meeting to again plead their case. A two-thirds majority is required of contributors, barring the accused member, to remove the officer. Both votes will be taken by ballot and counted by the EIC (or VPs as applicable). The EIC (or VPs as applicable) may omit the contributor vote at their sole discretion if the petition in question is deemed sensitive.

A removed officer is not automatically expelled from the organization. Officer and member removal (per Article II, Section 4) processes must be separate but may occur simultaneously.

## Section 7 – Special Elections

In the event that an officer should resign or otherwise vanquish their position before the end of their term, a special election to fill the term may be called by the current executive board at their discretion. The current executive board shall also have discretion on the requirements and timing of the election, given that they are communicated to eligible applicants appropriately. The current executive board may decide whether the vote be closed (i.e. only within the current executive board) or open (to non-executive board members at a level determined by the executive board). Regardless of the vote, the result shall be announced to the general membership.

If the executive board deems it necessary to modify the position or otherwise relinquish responsibilities from a replacement, then they may elect to choose this replacement “ad hoc”, with the final determination of applicable responsibilities and term period lying with the EIC.

## Article IV - Faculty Advisor Qualification and Criteria

The faculty advisor should have a general understanding and/or love of comedy or writing. They shall be available for executive board members to rely upon for guidance as deemed necessary.

## Article V - Meetings of the Organization

### Section 1 - General Meetings

The time, place, and regularity of General meetings shall be determined and announced by the officer core. They shall occur at least twice a month and no more than twice weekly. These should be chaired by the EIC, and shall deal with matters of collective writing, upcoming events, issues and concerns with The Sundial, executive board-related topics (as specified in Article III, Section 5), and often fun times to be had by all.

## Section 2 - Officer Meetings

Meetings of the executive board shall be held at least monthly. The EIC should organize, announce, and chair these. These meetings should deal with business matters of the organization, leadership practices, plans, and any other subject an officer feels needs to be discussed.

## Section 3 - Ad-Hoc

Should a member of the executive board deem it necessary, a meeting may be organized and held for any reason for any special group within the organization with the permission of the EIC and advance notice as deemed necessary.

## Article VI – Editorial Process

The editorial process shall be the path a writer takes to publish their work in The Sundial. As an organization, we strive to provide our members with a way to improve their comedy and satirical skills while exposing their work to an established audience. However, the pieces published should be consistent with the organization's values and standard of writing, as each piece published reflects on the organization and its current and past members.

Any member (under Article II) may submit a piece to the Sundial for consideration. Under the guidance of the ME, the article shall get assigned to an editor, who shall provide the author with constructive criticism and suggestions in good faith to make the article stronger and/or more aligned with The Sundial's values (Article 1). The author is free to accept, reject, or alter these edits, and shall submit a second copy to the Sundial for publication consideration.

If a piece is not considered worthy of publication, or its content be considered dubious, it shall the responsibility of the ME and EIC to consult between each other and involving others as necessary. If an article is deemed unworthy after consultation, the contributor of the article should be informed of such a decision and should be allowed the opportunity to amend the article to resolve the issue before a final editorial decision.

If an article is deemed worthy of publication but contains minor grammatical or spelling mistakes, the ME or other designated e-board member shall make a good-faith effort to correct those mistakes and inform the contributor of them before publishing. However, the designated e-board member shall attempt to alter the content's purpose or lines as little as possible; if the edits required for publication involve changes deemed to be significant to the article, the e-board member shall strive to work with the contributor to ensure the article remains faithful to the contributor's vision. The ME and DE, as part of their role in publishing the pieces on official channels beyond the website, also may consult in the process and contribute minor edits to maintain graphical or editorial standards, maintaining the same responsibility to work with the contributor if the edits deemed necessary are also deemed significant.

The specific execution and implementation of this editing process shall lie with the ME as part of their duties, involving other executive board members as needed or stipulated in this section.

## Article VII - Amending This Constitution

Any member of the organization may propose amendments. They should be sent in writing to The Sundial's email, and the EIC shall strive to discuss such amendments at the next executive board meeting. After discussion, the e-board members will vote to determine whether the amendment will be presented to the membership for a vote. If the e-board approves the amendment by a two-thirds supermajority, the proposer of such amendments will present the amendment at the subsequent general meeting to the general membership. Contributors will vote on the amendment, which requires a two-thirds supermajority vote to pass.

If there are special reservations to this constitution, and the EIC feels a reversal to the old constitution is in order, a vote of three out of five e-board members will revert this document to the published version as of February 28, 2024 ("the 11-person e-board constitution"). This clause is only valid until September 15, 2024, at which date this clause ceases to carry any weight.

## Article VIII - Intellectual Property

Each individual contributor's articles/pieces, ideas, and property is on lease for use at the discretion of the Sundial indefinitely and can be revoked at any time by the member in writing. All members are subject to copyright laws in the State of Ohio and the United States on intellectual property. Stealing, borrowing, and/or copying other internal or external contributors' articles, ideas, and property are considered plagiarism and are not permitted, and may result in other repercussions including removal from the organization.

## Article XI - Dissolving The Sundial

For this organization to dissolve, a unanimous vote among the general membership to do so shall take place. Should any assets and/or debt exist, the executive board members and/or advisers shall see fit to dispose of it.

## Appendix I - Matters of Tradition

### Section 1 - The Sundial Ceremony

Typically, two Sundial ceremonies shall occur each year, to commemorate the passage of Contributors to their next level of standing in the organization after The Sundial's general business has been attended to. Officers may schedule special Sundial ceremonies on other occasions they deem necessary. In this case, all who wish are free to walk to The Sundial, located to the north of Thompson Library. The ceremony will consist of a short, encouraging speech presented by a Senior Staff Member selected by the executive board.

## Section 2 – The Staff Member Book

There is a large scrapbook to be passed down through the generations of The Sundial to commemorate the work of the dedicated core of staff members. Every member of The Sundial is eligible to submit a maximum of two personal letters/reflections to the collection: one, upon that member's induction as an official Staff Member, and another upon their graduation from the University, and therefore from the organization as an official member. These letters may be as comical as the writer chooses but should also be a meaningful or sentimental reflection on their experience in The Sundial. These letters should be kept in chronological order. The secretary of the Sundial is responsible for the upkeep and decoration of The Staff Member Book, which may include photographs, art, or any other significant mementos easily kept within its pages. As a staff member reaches the end of their time in The Sundial, the member may submit a reflective, meaningful letter commemorating their time in the Sundial.

## Section 3 – The Officers' Book

Another large scrapbook holds instructional letters/guides from one officer to the next officer who takes their position. These letters should be encouraging for the incoming officer but should also contain wisdom and experiences that will help the incoming officer understand their role and responsibilities in that position. The officers should only submit one letter per position to The Officers' Book, at the time they vacate their position. The ME is also responsible for the upkeep and decoration of The Officers' Book. The letters should reflect the evolving nature of the officer positions and the core itself, for future officers to learn from and enjoy.

## Section 4 – The Editor's Staff

The current EIC should be in possession of a staff that is used to chair meetings of the membership. Its introduction marked the rebirth of The Sundial after near dissolution. As a show of unity and encouragement, the staff should be passed down to a newly elected EIC at any time the current leader deems appropriate, preferably along with a heartfelt message.

## Section 5 – The Cup of Pens

The current Vice President should be in possession of a small cup of pens that is brought to meetings of the membership for use. As a show of unity and encouragement, the cup of pens should be passed down to a newly elected VP at any time the current secondary leader deems appropriate, preferably along with a heartfelt message.

## Section 6 – The Long Stapler

The current Secretary should be in possession of a special stapler that's much longer than normal. This is used to staple printed zines together in a much easier way. As a show of unity and encouragement, the staff should be passed down to a newly elected Secretary at any time the current leader deems appropriate, preferably along with a heartfelt message.

## Section 7 - Special Events

When the organization has the opportunity to attend a special event, or any situation where a limited number of members are able to attend, the EIC has the power to enact a set of requirements that will represent how active the members in question are involved in the day-to-day functions of The Sundial. These requirements will include meetings attended, pieces submitted and published, how long they have been in The Sundial, and if they have a special status, including those designated under Article III.

## Appendix II - Complex

The Sundial recognizes that God, if He does exist, is a woman.

## Appendix III - Urine Clause

The Sundial should not attempt to re-enact Piss Boys, so as to not feel the wrath of President Michael V. Drake, or his successors.

## Appendix IV - Minimum GPA

Members of the Sundial should receive an automatic 4.0 GPA while they serve their term. If this is not granted, they are free to lie on their resume.

## Appendix V - Character

All members of Sundial are at least 6 feet tall, and great at sex.

## Appendix VI - Metric System

The Sundial endorses the use of the Metric System as the official standard of the United States. In that, The Sundial encourages you to tell her 8 centimeters instead of 3 inches and change because it sounds better.

## Appendix VII - Vulgarity

The Sundial says “fuck” and “shit” in their Constitution.

## Appendix VIII - Don't Ask, Don't Tell

While we at the Sundial look down on the policies of the United States Armed Forces from the late twentieth century, we have decided to enforce a similar position. Hereby, we implement a don't ask, don't tell policy if you're a writer from the Lantern.

## Appendix IX - Scale

The Sundial is an Ohio 9 but a California 4.

## Appendix X - Declaration of Independence

The Sundial hereby recognizes itself as an independent nation with land boundaries being the 1ft x 1ft square the actual Sundial is in. Taxes may apply.

## Appendix XI - Issues of Succession

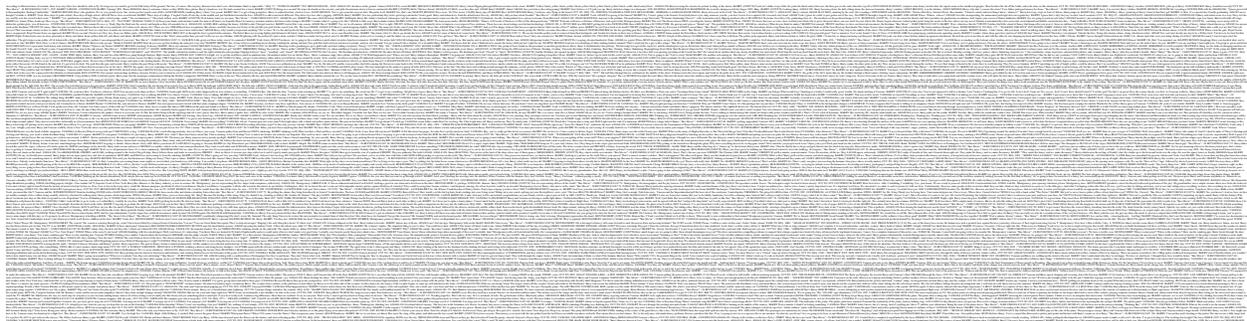
Cases where the line of succession for the position of Editor-in-chief is called into question shall be henceforth resolved through trial by combat. Assuming the defeated challenger survives the ordeal, he or she will be expelled from the Sundial and forced to work at the Lantern.

He or she may apply to rejoin the Sundial after no less than ten years, and will be allowed to rejoin only if able to defeat the Editor-in-Chief in a game of rock-paper-scissors (best of three).

## Appendix XII - Anti-Constitution

We the People of the United States, in Order to not form a more perfect Union, not establish Justice, not insure domestic Tranquility, not provide for the common defence, not promote the general Welfare, and not secure the Blessings of Liberty to ourselves and our Posterity, do not ordain and establish this Constitution for the United States of America.

## Appendix XIII - Bee Movie



## Appendix XIV - Closing

The EIC is hereby granted the absolute authority to void any Appendix at their sole discretion.