

The Cut: Carnegie Mellon's First Music Magazine

Constitution and Bylaws

I. Name

The name of this organization will be The Cut: Carnegie Mellon's First Music Magazine.

II. Mission and Goals

The Cut is Carnegie Mellon's music magazine dedicated to the exposure of Carnegie Mellon students to all types of music, the recognition of music in the Carnegie Mellon community, and the unification of students through music.

The goals of this publication are as follows:

- A. To raise awareness of local music events in Carnegie Mellon and Pittsburgh community;
- B. To represent a diverse range of music and music information from established and upcoming groups;
- C. To recognize local bands in an official format, and;
- D. To expose Carnegie Mellon students to new music.

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of *The Word* and *The Student Organization Handbook & Resource Guide* will supersede all requirements set forth during the creation and revision of this constitution.

The Cut will abide by Carnegie Mellon's Statement of Assurance.

III. Membership

Membership of The Cut is separated into two levels:

- A. The Administrative Board. All members of the Board must be due-paying members in good standing of the organization, graduate or undergraduate students enrolled at Carnegie Mellon. In addition, all members with administrative positions must have been with The Cut at least one semester prior to being elected.
- B. Staff Members. All Staff must be due-paying members in good standing of the organization, graduate or undergraduate students enrolled at Carnegie Mellon.
- C. The Cut will abide by Carnegie Mellon's Statement of Assurance.
 - a. The Administrative Board

- i. The Board is comprised of twelve individual positions: Editor-in-Chief; Assistant Editor; Business Manager; Layout and Design Editor; Art Editor; Photo Editor; Marketing and Publicity Chief; Communications Chief; Technology Manager; Events Liaison; and Public Relations Chief.

1. **Editor-in-Chief**

- a. Oversees operations of all departments
 - b. Delegates responsibilities to departments
 - c. Reviews publication before press
 - d. Oversees fulfillment of goals, mission statement, and Constitution
 - e. Maintains staff relations
 - f. Maintains working relationship with advertisers and community
 - g. Enforces all deadlines
 - h. Makes all final content decisions
 - i. Runs general body and pre-/post- publication directive meetings

2. **Assistant Editor**

- a. Assumes role of editor when necessary
 - b. Works closely with editor to uphold vision and mission of publication
 - c. Completes administrative tasks (booking rooms, etc.)
 - d. Assists in the delegation of tasks
 - e. Attends departmental meetings

3. **Business Manager**

- a. Proficient in Microsoft Excel
 - b. Maintains budget, ad sales, and invoices

4. **Copy Editor**

- a. Reviews grammar, spelling, fact checking, and layout consistency
 - b. Regulates copy editing work flow
 - c. Makes sure rules in AP Style Guide are followed

5. **Layout and Design Editor**

- a. Proficient in a design program (preferably InDesign)
 - b. Ensures all pages are aesthetically similar, font and page numbers are correct, and pages are visually pleasing

6. **Art Editor**

- a. Proficient in Photoshop or similar program
 - b. Available to produce art at a moment's notice
 - c. Oversees all non-publication materials for magazine

7. **Photo Editor**

- a. Encouraged to be proficient in Adobe Illustrator or Photoshop
 - b. Monitors picture usage and quality

- c. Responsible for sending photographers to cover stories
- d. Oversees cropping and effects

8. Marketing and Publicity Chief

- a. Puts together fundraisers
- b. Recruits students, involved in student relations
- c. Acts as a liaison between The Cut and the Carnegie Mellon community
- d. Distributes The Cut with marketing staff
- e. Organizes social events

9. Communications Chief

- a. Proficient in Microsoft Office
- b. Takes minutes at meetings
- c. Puts together staff directories
- d. Emails staff and administration board
- e. Reserves rooms for meetings
- f. Maintains d-list network
- g. Maintains archives and spreadsheets
- h. Assembles end-of-term review of magazine

10. Technology Manager

- a. Aids in troubleshooting
- b. Creates network
- c. Installs, selects, and maintains software/equipment selection
- d. Designs and maintains website
- e. Appoints and supervises staff member as web designer

11. Events Liaison

- a. Maintains up-to-date database of all Pittsburgh and on-campus music events
- b. Chief of Music Schedule

12. Public Relations

- a. Contacts business for ad space
 - b. Obtains venues for press passes
 - c. Writes proposals and letters to be sent out
 - d. Represents The Cut off-campus
 - e. Highly professional attitude and behavior required
- ii. Only one administrative position can be held by an individual at one time.
 - iii. When voting within the Board, all members have an equal vote. Ties are decided by the Editor-in-Chief.
 - iv. Voting is monitored by the Editor-in-Chief.
- b. Staff Members
 - i. Only Staff who have contributed to the most current issue will be included in the masthead.

D. Recruitment

- a. Information on how to join the publication will be included in every issue of The Cut, including relevant email addresses and/or office numbers.

- b. Members of The Cut will organize a table for the Activities Fair each semester. All interested students will be provided with the dates of at least two general informational meetings, as well as specific departmental informational meetings, if applicable.

IV. Deadlines

- A. Staff must notify the department head of their inability to complete an assignment at least three days before the deadline.
- B. Staff must notify the department head of their inability to complete an event assignment at least three days before the event.

V. Removal of Members

- A. Grounds for Dismissal
 - a. Failure to comply with regulations and requirements of The Cut's Constitution
 - b. Failure to turn in an assignment, not notifying department heads
- B. Reinstatement of a member after removal is prohibited except at the discretion of the Editor-in-Chief

VI. Advisor

- A. The advisor will be chosen by the Administrative Board.
- B. The advisor will serve to assist the magazine in whatever capacity possible.

VII. Meetings

There will be three types of meetings: General Body meetings, Departmental meetings, and Administrative meetings. All meetings must be announced by email at least three days in advance.

- A. General Body meetings
 - a. All members of The Cut must attend the General Body meetings.
 - b. Meetings are called by the Editor-in-Chief.
 - c. General Body meetings take place at least once a month.
- B. Departmental meetings
 - a. All staff members of a department must attend the departmental meetings.
 - b. Meetings are called by the department head.
 - c. Meetings are for the purpose of distributing assignments.
- C. Administrative meetings
 - a. A majority of the Administrative Board must be present for all administrative meetings.

- b. Meetings are called by the Editor-in-Chief.

VIII. Elections

- A. All members in good standing of The Cut are invited to apply for an administrative position, provided they have been in the organization for at least one semester (see III : A).
- B. In the beginning of November, an announcement about elections will be made
- C. Before Thanksgiving Break, any interested members must submit a letter detailing relevant experience or, if applicable, an art or writing portfolio of past work with The Cut and any other organization(s).
 - a. 2/3rds of the Administrative Board can vote to remove a candidate from the election based on inadequate experience.
- D. During the second week after break, a General Body meeting will be held to vote on all candidates.
 - a. All candidates must give a short (approximately five minute) speech to introduce him- or her-self and explain why he or she feels best suited for the position in question.
 - b. All staff members present vote using ballots.
 - A. All voters must have contributed to at least one issue of The Cut.
 - c. No absentee ballots or proxy votes will be issued.
- E. The successful candidate will be trained during the spring semester by the person currently holding the administrative position in question.
- F. The candidate will assume his or her position the following fall term.
- G. No appeals can be made on the final count of the votes.
- H. In the event of a run-off, everyone will re-vote on the top two candidates.
- I. In the event of a tie, the Board will decide the winner.
- J. There is no limit to the number of times an Administrator can be re-elected.
 - a. Administrators are added to the ballot with the approval of the Board, and do not need to complete the portfolio/letter process.
- K. The first election for The Cut will be held in the Fall 2008 semester. This addendum will be removed at that time.

IX. Filling Vacated Offices

In the event that an administrative position opens during the year:

- A. If possible, the candidate being trained for the position will assume the role, or
- B. The Board will appoint someone to take the position.
 - a. The appointee must run in the following election if they wish to maintain their position.

X. Finances and Budget Approval Process

- A. All financial transactions must go through an Administrator.
- B. The Business Manager must sign off on all purchases verifying that there are funds available.
- C. The Editor-in-Chief or Assistant Editor must sign off on all purchases verifying that the Administrator has the approval to buy the supplies in question.
- D. Receipt or proof of purchase is required for all transactions, and should be given to the Business Manager.
- E. Those being trained for administrative positions have no authority in financial transactions.
- F. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, and conference fees, but will not be used for personal spending or anything illegal under University, local, state, and federal laws.
- G. Dues will be collected at the beginning of each fall term, or whenever a new member joins.
 - a. Dues will be \$10/year.
 - b. There will be no refunds or exemptions.

XI. Ratification of Constitution

- A. This Constitution will come into effect after it is approved by three-fourths of the Administrative Board.

XII. Amendments

- A. Any Administrator can propose an amendment at any time during the school year.
 - a. Staff members can suggest amendments to administrators but cannot formally propose them.
- B. A 2/3rds vote by the Board makes the amendment proposal official
- C. The final decision and an explanation must be released to the Staff following the Board meeting.
- D. Amendments take place immediately after they are approved.

XIV. History

Compiled February 27, 2007.

Revised September 1, 2008.

2008s Don't Fuck Around: We're a bunch of power-consolidating narcissists.