

MONITOR

JOURNAL OF INTERNATIONAL STUDIES

CONSTITUTION DRAFT

LAST AMENDED BY:

2014-15 Monitor Executive Board
Michael Campbell, Editor-in-Chief
April 20, 2015

PUBLISHED BY:

Monitor: Journal of International Studies
The College of William & Mary
Williamsburg, Virginia 23185
<http://www.monitorjournal.org>

ARTICLE I – NAME AND DEFINITIONS

Section 1.

This organization shall be known as: *Monitor: Journal of International Studies*.

Section 2.

The following definitions apply to this Constitution:

- (A) “Constitution” means this Constitution of the Monitor: Journal of International Studies
- (B) “Monitor” (alternately, “the Monitor”) means Monitor: Journal of International Studies
- (C) “Journal” (alternately, “the Journal”) means Monitor: Journal of International Studies
- (D) “Executive Board” means the Officers of this organization
- (E) “Staff” (alternately, “Monitor Staff”) means the entire membership of this organization

ARTICLE II – MISSION

The aim of this organization is to promote and publish undergraduate student work that contributes a new perspective to international understanding through original scholarship and independent research. The Monitor is an interdisciplinary publication dedicated to serving an increasingly interdependent world, examining global issues from the perspectives of anthropology, political science, economics, history, environmental science, and epidemiology, to name a few. With each issue of the Monitor, this organization hopes to add to the discourse about global issues.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility

The membership of the staff for the Monitor: Journal for International Studies will be comprised of currently enrolled W&M students selected in a process to be determined by the Executive Board.

Section 2. Good Standing

Part I. Members in good standing will be members who attend staff meetings and who complete their elected tasks.

Part II. Members in good standing are eligible to vote and attend functions on behalf of the Monitor.

Section 3. Revocation of Good Standing and Membership

Part I. Members may be removed from good standing upon recommendation by an Executive Board member and approval by a majority vote of the remaining Executive Board members.

Part II. Member privileges may be revoked by a two-thirds vote of the Executive Board.

Part III. Members may pursue resignation by contacting the Managing Editor via email.

ARTICLE IV – OFFICERS

Section 1. Composition of the Executive Board

The Executive Board shall be comprised of the following officers: Editor in Chief, Managing Editor, Copy Editor(s), Production Editor, Director of Operations, Director of Public Relations, and Secretary.

Section 2. Officer Responsibilities

Part I. Editor in Chief

- (A) The Editor in Chief is the head of the Monitor organization. The Editor in Chief is the executive decision-maker responsible for overseeing and managing the organization in its entirety.
- (B) They (along with the Public Relations Director) serve as the public face of *The Monitor*.
- (C) They are responsible for setting the times and places of meetings and distributing agendas accordingly.
- (D) They are also responsible for assuming the duties of any officer who is unable to fulfill their duties due to extenuating circumstances, including but not limited to illness, absence, resignation, or impeachment.

Part II. Managing Editor

- (A) The overarching responsibilities of the Managing Editor are to facilitate the editorial workflow, double-blind peer review process, and the Journal review staff, and to coordinate the confidential contact among authors, editors, and reviewers.
- (B) They take the articles that have been submitted to the Monitor and assigns each article to three or more Monitor members for review using the double-blind review procedure. If an article is deemed promising, the Managing Editor then relays comments from the reviewers to the author for revision.
- (C) They are responsible for submitting a list of reviewed articles to the Executive Board so that it can select articles for publication. They chair meetings of reviewers and the selection meeting.
- (D) At the end of the review process, the Managing Editor is responsible for delivering finished content to the Copy Editors.

Part III. Copy Editors

- (A) Direct editing for spelling, grammar, style, citation verifications, reformatting, and restructuring, etc.
- (B) Provide edits and comments for selected authors and incorporate author changes into final drafts.
- (C) Two Copy Editors shall serve on the Executive Board.

Part IV. Production Editor

- (A) Creates the printed issues of the Monitor.
- (B) They communicate with the publisher and maintains the Journal's relationship with the publisher.
- (C) They design the layout of each issue of the Monitor and determines the order of articles in consultation with the other officers.

Part V. Director of Operations

- (A) Coordinates with the Editor in Chief to oversee the Journal's administrative functions.
- (B) Tracks and manages the finances of the Journal.
- (C) Attends meetings of the Media Council to represent the Journal and secure funding when needed.

Part VI. Director of Public Relations

- (A) Solicits submissions, publicizes the Monitor, and manages communications.
- (B) Manages distribution of Monitor copies.

Part VII. Secretary

- (A) Keeps the minutes of all Executive Board meetings and subsequently distributes them.
- (B) Distributes the agenda for the weekly meetings.

Section 3. Removal of Officers

Part I. Nomination for Removal

- (A) Officers may be nominated for removal by a petition to the Editor in Chief of an officer not in question signed by all of the other Executive Board members or 1/3 of active members.

Part II. Voting

- (A) A voting meeting must be called and scheduled for no later than one week after the submission of the nomination for removal and organized by the officer to whom the petition was submitted.
- (B) Following nomination for removal, officers may be removed from their duties by a unanimous vote of the other Executive Board members or a 2/3 majority of the active membership.

ARTICLE V – MEETINGS

Section 1. Executive Board Meetings

Part I. The Executive Board shall meet regularly, ideally weekly, to discuss the publishing process, selection of papers, and any other business before them.

Part II. Quorum shall be defined as a majority of the Executive Board.

Section 2. Staff Meetings

Part I. The Monitor Journal staff will meet regularly while classes are in session. The Editor in Chief will preside.

Part II. Quorum will be defined as ¼ of members in good standing, including ½ of the Executive Board.

Part III. The purpose of these meetings will be to update staff on the state of the Monitor, and foster stronger connections within the Journal.

ARTICLE VI – ELECTION OF OFFICERS

Section 1. Scheduling of Elections

Part I. Staff Elections shall be held for yearly terms of office in the Spring semester, at a date to be set and announced at least one week in advance by the Board.

Part II. The Editor in Chief must notify the members of the staff of the upcoming elections, and give all members at least one week to declare their candidacy for the Executive Board before the list of candidates is announced. Candidates for elected positions and the date of the elections must be announced by the Editor in Chief at least one week before elections.

Section 2. Candidacy

Part I. Members eligible to declare candidacy for elections include all those members in good standing.

Part II. Eligible members may declare candidacy for one or more Executive Board positions.

- (A) Candidates for the position of Editor in Chief must have previously served on the Executive Board.

Part III. If a staff member wishes to run for an Executive Board office and cannot attend the Elections meeting, that member shall be allowed to run a campaign *in absentia*.

Section 3. Voting Procedures

Part I. For quorum for election meetings, all Executive Board members must be present. In extenuating circumstances, quorum for elections can be overruled by a unanimous vote by the Executive Board.

Part II. Elections will be held by secret ballot.

Part III. All staff members in good standing will be eligible to vote. In the event that a member brings a question of their voting status to the board, exemptions may be granted no less than one week before the election.

Part IV. Election Officer(s)

- (A) The Election Officer(s) will be responsible for managing absentee votes as well as election verification and officiating.
- (B) This role falls to the members of the Executive Board not running for election for the term elected in this election. This can be overridden by a unanimous vote by the other members of the Executive Board. In this event, or the event of all Board members running for re-election, an Elections Officer not running in the election will be appointed by unanimous agreement by the Executive Board.
- (C) The Election Officers will tally the votes as soon as possible following the election and announce the results no later than 24 hours following the close of elections.

Part V. Partial Term Candidacy

- (A) A member of the staff who knows at the time of aspiration that they will be unable to complete their term because they will not be on campus for part or all of the spring term, can still run for the Executive Board but must declare this circumstance when they declare their candidacy.
- (B) Candidates for the position of Editor in Chief must run for the position for the duration of the academic year.

Part VI. Staff members unable to attend the Elections meeting may send an absentee vote to the Election Officer before the time of the Elections.

Part VII. Candidates are allowed three minutes to explain their candidacy for each position for which they run. Candidates *in absentia* may submit a speech to be read by the Election Officer or video recording of a speech, not to exceed three minutes, at least 24 hours prior to the election.

Part VIII. Instant runoff voting shall be used in all elections. The order of elections for positions on the Executive Board is as follows:

- (A) Editor in Chief
- (B) Managing Editor
- (C) Copy Editors
- (D) Production Editor
- (E) Director of Operations
- (F) Director of Public Relations

Part IX. The Secretary shall not be elected by the above process, but shall be elected by majority vote of the Executive Board, and may be removed by majority vote of the same. The Editor in Chief shall put forward candidates for the Board's consideration until one meets with their majority approval. While not required, it is recommended that the Secretary be a new freshman or sophomore staff member.

Part X. Vacancies

- (A) Should any officer other than the Editor in Chief resign or be removed from office, the vacancy shall be filled by appointment from the Executive Board.
- (B) Should the Editor in Chief resign or be removed from office, the Managing Editor shall assume the position. The new Editor in Chief shall choose to either permanently accept the position and fill the vacant Managing Editor post by Executive Board appointment, or to call a special election for Editor in Chief according to the rules set forth above and resume the position of Managing Editor once the Editor in Chief's position is filled.

ARTICLE VII – FINANCES

Section 1. Dues

Part I. The Monitor shall not collect dues from its members.

Section 2. Funding

Part I. The Monitor shall receive its funding primarily from the Media Council. The Editor in Chief and Director of Operations shall have the responsibility of setting and implementing the Media Council budget. The Editor in Chief and Director of Operations must organize a budgetary discussion for the following academic year prior to submission of a budget to the Media Council.

Part II. Any funds acquired by the organization not disbursed via the Media Council shall be held in an off-campus organization account. The Editor in Chief and the Managing Editor will have signature authority on such an account, and all checks must be signed by both officers.

Part III. The Managing Editor shall have the authority to collect other voluntary monetary contributions from members.

ARTICLE VIII – POLICY COMPLIANCE

Section 1. The Monitor will abide by all college policies including the Student Code of Conduct and the Campus Alcohol Policy.

Section 2. The Monitor agrees that it will not initiate, support, or encourage any events or situations that endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with this group or organization.

ARTICLE IX – RATIFICATION

This constitution will take effect immediately upon its passage by a 6/7 majority for the Executive Board of the Monitor. This constitution was ratified on August 24, 2016.

ARTICLE X – AMENDMENTS

Section 1. Proposal

Part I. Amendments may be proposed in writing by any active member by emailing the Managing Editor.

Part II. The Managing Editor will distribute a copy of the proposed amendments to the Executive Board for discussion at the next regularly scheduled Executive Board meeting.

Section 2. Consideration by the Executive Board

Part I. After initial discussion, the amendment may be voted on by the Executive Board by an up-or-down vote and requires a unanimous vote of the Executive Board for approval.

Part II. Should an amendment not be passed by the Executive Board on its first vote, the Executive Board must reconsider the amendment at its next regularly scheduled meeting.

Section 3. Consideration by the Monitor Staff

Part I. Should an amendment not be passed by the Executive Board on its first or second vote, the proposing member or an Executive Board member may call for the amendment to be considered by the entire staff in good standing.

Part II. Such consideration will take place at the next regularly scheduled staff meeting or at a special meeting called by a $\frac{2}{3}$ vote of the Executive Board.

Part III. Approval of the amendment requires a $\frac{3}{4}$ vote of the entire staff in good standing.