Constitution
of
*The Retriever Weekly*

The Student Newspaper
of the
University of Maryland, Baltimore County
Article I- Name and Purpose

Section 1. The Retriever Weekly has been established to: objectively and accurately inform the University of Maryland, Baltimore County (henceforth ‘UMBC’) campus community of events and issues that directly affect individual campus groups or the campus as a whole,

Section 2. To provide a forum for the various and diverse points of view in the UMBC campus community, including points of view that may contradict official or mainstream points of view,

Section 3. To provide the members of The Retriever Weekly staff with the opportunity to learn and develop personal, leadership, and media-related skills in a functional and professional work environment, and

Section 4. To maintain a staff, organizational structure and operating policies and procedures necessary to provide the UMBC campus community with a quality student newspaper.

Article II- Scope

Section 1. This organization is subject to the jurisdiction of the Student Government Association of UMBC, as well as to the President of the University and his/her designee.

Article III- Membership

Section 1. The membership of The Retriever Weekly is limited to Undergraduate students of the UMBC, meeting eligibility requirements for positions as prescribed in Article VI Section 2.

Section 2. Membership in this organization may not be denied because of race, color, age, sex, sexual orientation, physical or mental disability, disabled veteran or veteran status, national origin, or religion.

Article IV- Officers and Elections

Section 1. The Officers of The Retriever Weekly shall include the members of the Editorial Board, which shall be composed of the Editor-in-Chief, Managing Editor, all Section Editors, and no more than one Assistant Section Editor for each section. The Business Manager, Advertising Manager, Production Manager, Senior Production Assistant, Technology Manager, Assistant Technology Manager, Copy Manager, Multimedia Manager, Photography Manager, Video and Graphics Editor, and Senior Online Editor shall also serve as Officers of The Retriever Weekly.

1. All Officers will have unlimited terms of office, ending only with their resignation, termination, or when they are no longer currently enrolled as UMBC Undergraduate students. The Editor-in-Chief is the only elected position.
2. The Officers should meet once a week at a set time prior to the publication of each issue for the purpose of discussing important issues including, but not limited to:
   a. arranging the subject, position and writers for the staff editorials.
   b. discussing the content and planning the next issue of The Retriever Weekly.
   c. coordinating photography assignments or other illustrations with articles.
   d. discussing issues relevant to The Retriever Weekly.

3. Any Officer may resign by submitting written notification to the Editor-in-Chief.

4. Should the Editor-in-Chief resign, he/she or the Managing Editor shall organize an election for a replacement. Officers shall nominate themselves or each other and the resigning Editor-in-Chief and Officers shall vote for the nominees. Should no Officer be nominated, other staff members may be nominated.

5. Should the Managing Editor resign, the Editor-in-Chief shall select an Officer as a replacement, who must be approved by a majority vote of the Officers.

6. Any Officer may request the termination of the Editor-in-Chief for dereliction of duty or conduct detrimental to the interests of The Retriever Weekly.

7. The termination of the Editor-in-Chief must be approved by a 2/3 vote of Officers as prescribed in Article IV Section 1, and the Managing Editor, Business Manager, Production Manager or Technology Manager must be in favor of termination.

Section 2. Election of the Editor-in-Chief

1. Elections for the Editor-in-Chief will be held between 15 March and 15 April, or whenever vacancies occur. At least two weeks' notice shall be given to Officers before the election meeting. Nominations must be initiated at least two weeks prior to the election. Elections will be conducted by a secret ballot. There must be at least 3/4 of the Officers present for the election to take place. The person receiving the simple majority of votes from Officers present at the election meeting shall be elected. If no one receives a majority of votes, a runoff occurs between the two candidates with the most votes.

2. The current Editor-in-Chief will organize the election between the nominees that will be decided by the votes of the Officers. Any Officer may request that the Faculty Advisor of The Retriever Weekly oversee the election for the Editor-in-Chief.

3. Any Officer may request to see ballots after the election has concluded.

4. The Editor-in-Chief shall be elected to a term of two semesters starting and ending on 15 May.

5. The candidate for Editor-in-Chief must be a current Officer to be nominated and run.

Article V- Amendments

Section 1. This Constitution may be amended by a 2/3 vote of Officers present during an organization meeting provided one week’s notice is given. All amendments must be approved in accordance with Student Government Association policy before becoming legally binding.

Article VI- Internal Structure
Section 1. The Retriever Weekly shall be composed of six branches overseen by the Editor-in-Chief: the Editorial Board, the Multimedia Staff, the Business Staff, the Advertising Staff, the Production Staff, and the Technology Staff.

1. The Editorial Board will be composed as stated in Article IV Section 1.
   a. The duties of the Editor-in-Chief shall include: Serving as The Retriever Weekly's official representative for communicating with SGA and UMBC Staff, managing communications with the group, managing member recruitment/retention, chairing a committee, and overseeing all committees.
   b. The Managing Editor will serve as the liaison between writers and editors, and will act as Editor-in-Chief in the absence of the current Editor-in-Chief. Should a vacancy occur, the Editor-in-Chief should accept applications from members of the Editorial Board and select the best qualified candidate, pending a majority vote of Officers.
   c. The duties of the Business Manager shall include: managing The Retriever Weekly's funds and ensuring compliance with all financial rules and guidelines and managing advertising and billing. Should a vacancy occur, the Editor-in-Chief should accept applications and select the best qualified candidate, pending a majority vote of Officers.
   d. The Production Manager will serve as the supervisor of the layout of The Retriever Weekly during production. Should a vacancy occur, the Editor-in-Chief should accept applications and select the best qualified candidate, pending a majority vote of Officers.
   e. The Technology Manager will serve as the supervisor of the online and technological aspect of The Retriever Weekly. Should a vacancy occur, the Editor-in-Chief should accept applications and select the best qualified candidate, pending a majority vote of Officers.
   f. The Section Editor will serve as the supervisor of his/her individual section and will work with writers to ensure a complete section prior to production. Should a vacancy occur, the Editor-in-Chief should accept applications and select the best qualified candidate, pending a majority vote of Officers.
   1. Each Section Editor should have at least one (1) Assistant Section Editor, to be chosen from a pool of applicants of writers preferably from the writing staff of the respective section.
   2. Should a Section Editor want an additional Assistant Section Editor, the Section Editor will request permission from the Editor-in-Chief and Managing Editor. Multiple Assistant Section Editors will only be allowed should the current fiscal year budget provide.
   3. Should the Section Editor have more than one (1) Assistant Section Editor, the Assistant Section Editor with seniority (longest time serving on the Editorial Board) will reserve voting rights.
   g. All further staff qualifications and duties will be outlined in The Retriever Weekly's Bylaws.
   h. Officers of The Retriever Weekly may be terminated by the Editor-in-Chief for
dereliction of duty or conduct detrimental to the interests of The Retriever Weekly, pending approval by a majority vote of Officers.

Section 2. Membership Requirements
1. Members of The Retriever Weekly must be Undergraduate students of UMBC with at least a cumulative grade point average (henceforth GPA) of 2.0 and at least part-time enrollment in the university for the semesters in which they are employed. Further requirements must be met for specific positions as prescribed within this document.
2. The following positions cannot be held concurrently with a second position other than Writer, Photographer, Circulation Assistant, or Account Executive: Editor-in-Chief, Managing Editor, Multimedia Manager, Photography Manager, Video and Graphics Editor, Senior Online Editor, Business Manager, Production Manager, Technology Manager, Advertising Manager, Section Editor.
   a. Any salaried member of The Retriever Weekly may receive compensation for contributing photographs or articles should the budget for the current fiscal year provide as determined by the Editor-in-Chief and Business Manager. Should the budget provide, these salaried members will be paid as a Staff Writer or Staff Photographer.
3. Any person holding a position on the Editorial Board or a Manager position should not concurrently hold an elected or appointed position in the Student Government Association, or the Student Events Board.

Article VII - New Positions

Section 1. The Editor-in-Chief, Managing Editor, Business Manager, Production Manager or Technology Manager may create new positions at their discretion, with the final approval of the Editor-in-Chief. A provisional job description and salary structure must be created and approved by a 2/3 vote of Officers for the position to be created.

Article VIII - Salaries and Grievances

Section 1. All members of The Retriever Weekly staff shall be paid in a manner as described by a Payroll Policies document that is maintained by the Business Manager and the Editor-in-Chief and approved by a 2/3 vote of voting members. Interns shall not be paid for work for which they are receiving academic credit.

Section 2. All non-salaried members of The Retriever Weekly staff, excluding Interns, will submit completed timesheets to the Business Manager every two weeks by a set day and time.

Section 3. All current or former The Retriever Weekly employees who feel they have been paid improperly or wrongfully terminated, or for any other grievance, can take the appropriate action with the newspaper advisor who will then make a recommendation to the appropriate Officer. It
is strongly recommended that such individuals first consult either the Editor-in-Chief or the appropriate staff member and attempt to settle the dispute.

Amended: Monday, March 26, 2012
Amended: Monday, September 10, 2012
Amended: Monday, April 8, 2013