

The Issue  
*Club Charter 2011-2012*

The Issue is a group whose membership, meetings, activities and services are open to all students at Albany Law School. The Issue does not discriminate on the basis of sex, race, creed, religion, national or ethnic origin, age, marital status, or sexual preference.

The Issue is organized for the purpose of creating and publishing a student run newspaper for informing the Albany Law School community. The editorial philosophy of The Issue is to produce a quality paper that is informative, interesting to read, and responsive. All members of the Law School community are invited to contribute to The Issue and students are encouraged to join the paper's staff.

The Issue hereby promises and affirms to regularly advertise its meetings and activities.

The Issue promises to timely turn in its budget. Should The Issue not timely turn in its budget, The Issue hereby affirms that it understands that this may adversely affect the amount of funding it receives.

Officers of The Issue:

- Editor In Chief :
- Co-editor (VP) : Laura Ciccone
- Historian:
- Treasurer: Jennifer Jack
- Public Relations Director:

The Issue  
*Constitution and By-Laws 2011 - 2012*

1. The Issue is a validly chartered SBA group.
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3. The Issue is organized for the purpose of creating and publishing a student run newspaper for informing the Albany Law School community. The editorial philosophy of The Issue is to produce a quality paper that is informative, interesting, and responsive. All members of the Law School community are invited to contribute to The Issue and students are encouraged to join the paper's staff.
4. A student at Albany Law School becomes a member of The Issue by attending at least one meeting a year, or signing up for the email listserv.
5. A student will remain an active member by attending a majority of meetings, or by participating in the creation of at least one production of The Issue a year.
6. The Issue of Albany Law School will hold meetings once every publication cycle, depending on publication schedule. (If the paper is printed bi monthly, there will be two meetings a month, if it is printed once a month, there will be one meeting a month.) These meetings, as well as any General Interest meetings, are open to all students, faculty and staff at Albany Law School.

7. The Issue of Albany Law School will hold at least one Executive Board Meeting a semester. These Executive Board Meetings, as well as any “Executive Sessions” that may take place as part of other club meetings may be exclusive to The Issue’s Executive Board.
8. The replacement process for the position of Editor In Chief (President) will be determined by an application and interview process that shall be as follows:
  - 8.1. The outgoing Editor In Chief will create an Elections committee, composed of him or herself and two to three additional active outgoing members. It is strongly recommended that the faculty advisor be on the Elections committee.
  - 8.2. The position will be advertised and applications for Editor In Chief will be made available. All candidates must fill out the application completely and submit it by the deadline.
  - 8.3. The Elections committee will then conduct interviews of the best possible candidates and debate and vote to determine the next Editor In Chief. It is strongly recommended that this process be completed prior to the elections of the remainder of the Executive Board.
9. The offices of Co-Editor (VP), Historian, Treasurer, and Public Relations Director will be nominated from active members during the Spring semester. These elections will be open for voting to all members.
10. In order to win, the candidate must secure a simply majority of the votes and complete at least one hour of training for their position before taking office.
11. This new executive board is considered valid unless a student protests the election as being contrary to the constitution and by-laws of The Issue. The protesting student must accompany their complaint with a signed petition naming 10 others who protest the validity of the election. The validity of the election is then placed up for vote to members of The Issue and will be invalidated by a 2/3rds majority of votes. If the vote succeeds, a new election will be planned to commence as soon as possible.
12. An officer of The Issue may be impeached for failing to perform their duties or acting in contradiction to the constitution and by-laws of The Issue. A complaining student must present their complaint with a signed petition with 10 active members’ names to the Executive Board of The Issue. An officer may then be impeached by a 2/3rds majority vote of all members of the club.
13. If an officer is impeached, resigns or a position otherwise becomes vacant, an election is held to fill the vacancy as soon as possible, except in the event that the vacant position is the Editor in Chief, in which case the Co-Editor will assume the position of the Editor in Chief and the election will be held to fill the Co-editor’s position.
14. The new leadership elected is encouraged to work in collaboration with the prior e-board and production staff to complete a publication of The Issue and after completing training, the new leadership will take full effect at the end of the Spring semester.
15. Amendments or changes to the constitution will be submitted to the club and will be adopted by a 2/3rds vote.
16. Executive Decisions for the good of The Issue and the club may be made at the discretion of the Editor In Chief with a majority vote of the Executive Board.
  - Duties of Editor In Chief (President)
    - Call meetings to order
    - Organize Events with the assistance of the Executive Board.
    - Head the meetings

- Checking Email and delegating duties as needed
- Responsible for producing the newspaper
- Has final say for editing and publication of articles and content
- Granting extensions on deadlines, if necessary
- Actively seek writers and articles for the newspaper
- Oversee the editing and layout process of the newspaper
- Perform editing and layout of the newspaper if necessary
- Editing the newspaper
- Email authors for article approval and final editing process
- Update the Constitution
- Oversee Advertising and invoices for the newspaper, performing those duties if necessary.
- Assure duties of the Executive board are carried out
- Heading Elections Committee
- Selecting members of the Elections Committee
- Running the Elections process for the club.
- Assume duties of other board members as necessary
- Duties of Co- Editor (VP)
  - Shares responsibilities of Editor in Chief
  - Takes responsibilities of Editor in Chief when Editor in Chief incapacitated
  - Responsible for maintaining contact with and updating the Faculty Advisor about the newspaper.
  - Compile the articles in order to have them copy edited.
  - Oversee the copy editing process, including emailing the possible copy editors, selecting the copy editors and emailing the compiled articles to the copy editors.
  - Attends all SBA meetings or delegates a member to do so on behalf of The Issue
  - Assume duties of other board members as necessary
- Duties of Treasurer
  - Keep track of SBA funds
  - Keep track of fundraised funds
  - Prepare the budget with the help of the e-board
  - Carry out or delegate fundraising activities
  - Solicit advertising and ads for the newspaper from all available sources, includes responsibility of emailing Advertisers with deadline dates, invoices and reminders.
  - Create and track invoices and proofs of publication for advertisers
  - To work in cooperation with layout in order to place ads in appropriate spaces
  - Responsible for approving all ads with the Dean of Students
  - Responsible for reimbursements and receipts
  - Assume duties of other board members as necessary
- Duties of the Historian
  - Archive all articles submitted
  - Archive all newspapers published
  - Keep active member list
  - Maintaining an email listerv

- Responsible for emailing the SBA or students to inform them of deadlines, updates, meetings, new information, corrections, elections, or reminders.
- Responsible for taking minutes at publication and executive meetings
- Responsible for storing minutes from meetings and emailing minutes to the club
- Emailing the club whenever necessary
- Assume duties of other board members as necessary
- Duties of the Public Relations Director
  - Takes responsibility for physical distribution of The Issue around campus
  - Takes responsibility for maintaining distribution around campus, including maintaining and stocking newspaper stands and distribution areas,
  - Takes responsibility for the club's copy card and all photocopying duties
  - Takes responsibility for club's campus advertising about events, deadlines, extensions, news, and new publications.
  - Help to recruit new members and writers for the club
  - Help to recruit new articles and ideas for the paper
  - Assume duties of other board members as necessary

17. The Issue will also include members with the responsibilities of research editors, copy editors, blog editors, layout editors, column editors, associate editors, staff writers or contributing writers. Those members assume the responsibilities that encompass their position, and may be delegated out at the discretion of the e-board.

18. The Issue will include the following disclaimer for Opinions and Letters to the Editor:

Please Note: *The Issue*, the student newspaper of Albany Law School, is published while classes are in session. *The Issue* welcomes letters from readers and reserves the right to edit submissions for length, language and libelous content. Although *The Issue* makes every effort to ensure a quality publication, it is the responsibility of the person(s) offering the submission to *The Issue* to ensure its accuracy in publication. *The Issue* therefore disclaims any responsibility for variations in submissions. Opinion articles and Letters to the Editor do not necessarily reflect the views of *The Issue* or Albany Law School.