

CONSTITUTION OF THE CHICAGO MAROON
Ratified January 6, 2016, Last updated February 6, 2018
Adapted from the Bylaws of the Daily Pennsylvanian

Article I: Name

1. The name of this organization is The Chicago Maroon.
2. The office of the organization is 1212 East 59th Street, Chicago, IL 60637.
3. The purpose of this organization is to publish *The Chicago Maroon*, the independent student newspaper of the University of Chicago. *The Chicago Maroon* is a student-run medium for the news and opinions of the University of Chicago community, editorially and financially independent of the University of Chicago.

Article II: Overview of Operating Boards

1. There are five boards that oversee and control the operations of *The Chicago Maroon*. They are the Executive Board, the Editorial Board, the Business Board, the Production Board, and the Advisory Board.
2. In addition to the five boards, *The Chicago Maroon* also consults with an advisor from the Center for Leadership and Involvement and an editorial advisor.
3. The Executive Board consists of the Editor-in-Chief, Managing Editor, Chief Production Officer, and Chief Financial Officer. The Executive Board is responsible for the overall operation of the organization. The Editor-in-Chief has the ultimate authority over *The Chicago Maroon*; the Managing Editor, Chief Production Officer, and Chief Financial Officer oversee the Editorial, Production, and Business Boards, respectively.
4. The Editorial Board consists of the full editors and/or department heads (“the Editors”) who oversee the editorial affairs of The Chicago Maroon. Editorial affairs include areas such as, but not limited to, news, viewpoints, arts, sports, copy, multimedia (including photo, video, podcast, and other sections under this distinction), and *Grey City*.
5. The Business Board consists of elected Directors (“the Directors”) who oversee the business affairs of *The Chicago Maroon*. Business affairs include areas such as, but not limited to, development, operations, strategy, and marketing.
6. The Production Board consists of the Chief Production Officer—who helps coordinate and oversee sections such as, but not limited to, design/layout, web, and social media—and the respective editors/heads of those sections.
7. The Advisory Board, as specified by *The Chicago Maroon’s* Memorandum of Understanding with the University of Chicago, consists of five members of the University of Chicago community, solicited by the Executive Board and confirmed by majority vote of the Editor-in-Chief, Chair of the Advisory Board, and *The Chicago Maroon’s* Center for Leadership and Involvement advisor. The Advisory Board provides strategic vision, advice, and oversight on business, finance, leadership, management, journalistic standards and practices, and editorial decisionmaking. An editorial advisor, separate from the Advisory

Board but a member of the University community, will be available to offer *The Maroon* on-call journalistic advice per the Memorandum of Understanding with the University.

8. The Executive, Editorial, Production, and Business Boards shall meet jointly once per quarter.

Article III: Editorial Board

1. The Editorial Board is responsible for the editorial content of *The Chicago Maroon*.
2. The Editors, as previously defined, may appoint deputy, associate, and senior editors and/or associates to assist them in producing *The Chicago Maroon*. All of the Editors, including deputies, associates, and editors, must be students of the University of Chicago and must commit to their position for at least one full academic quarter.
3. The editors for each section are selected at the end of each quarter by the outgoing and remaining editors. The Editors may also confer the status of “staff” and “senior reporter” on writers for their section that have fulfilled section-specific criteria. The editor(s) of each section handle the editorial affairs of the section, but the design, social media, and business aspects of the section are each handled by the appropriate team within *The Maroon*.
4. The editors may be suspended or removed for not fulfilling their duties or for inappropriate behavior by the Editor-in-Chief. The editors may resign at any point. In consultation with the Editor-in-Chief, the Editors may dismiss deputies, associates, and senior editors on the basis of performance or inappropriate behavior at their discretion.
5. *Grey City*, the longform supplement to *The Chicago Maroon*, functions as an editorial section.
6. All editors and staff, across boards, may apply to the Editorial Team, which meets weekly to discuss and participate in the writing of editorials. Applications will be reviewed by the Editor-in-Chief and Managing Editor.
7. The Editorial Team shall consist of no more than nine individuals, including the Editor-in-Chief and Managing Editor, and meets once per week.
8. The Managing Editor coordinates and sets the agenda for weekly Editorial Team meetings.
9. Editorials may be initiated by any member of the Editorial Team, but must be published only with the approval of the Editor-in-Chief and Managing Editor.
10. The final draft of the editorial, as written by the Editorial Team, must be presented to the greater Editorial Board at least 24 hours in advance of publication. Editorials will always be published unsigned, but editors may recuse themselves. Editors with a conflict of interest will be required to recuse themselves. Recusals will be identified after the article.
11. An editorial must be approved by at least two-thirds of the members of the Editorial Team to pass to the greater Editorial Board. If an editorial receives more than five recusals total from the combined Editorial Team and Board, it will not be published.

Article IV: Business Board

1. The Business Board shall be responsible for the business operations of *The Chicago Maroon*.
2. The Chief Financial Officer shall oversee the Business Board and shall have final say in all decisions made by said board.

3. The Directors, as previously defined, shall be students at The University of Chicago. These Directors shall serve for a term of one year.
 - a. Should a Director study abroad or otherwise take time off from the University, the Chief Financial Officer may appoint a temporary Acting Director.
4. The Business Board shall, before its term expires, determine the number, titles, and duties of the next succeeding group of Directors. In doing so, it shall denote no fewer than five positions, and those positions shall be Chief Financial Officer, Director of Marketing, Director of Strategy, Director of Operations, and Director of Development. Only the position of Director of Marketing may be shared between two people. The Executive Board must approve the additions of any new position or the deletion of any existing position from the Business Board.
5. The Business Team, which consists of the Chief Financial Officer, Directors, Associates, and Account Managers, shall then meet to elect, by majority vote of those present and eligible to vote, the Chief Financial Officer for the next succeeding term.
 - a. Anyone who chooses to run for the Chief Financial Officer position must submit an intent-to-run statement by Friday of third week of Winter Quarter to the current Chief Financial Officer.
 - i. Each candidate must prepare a speech, not to exceed 10 minutes. All eligible members must appear in person to vote barring extenuating circumstances discussed in advance with the members of the Executive Board.
6. Any Director, Associate, or Account Manager who has served at least one full quarter on the Business Team is eligible to run for the position of Chief Financial Officer. The newly elected Chief Financial Officer shall then meet in a joint session with the Executive Board and all existing Directors to elect, by majority of those present and eligible to vote, the Directors of Marketing, Strategy, and Operations for the next succeeding term.
 - a. This joint session must meet no more than one week later to elect Director positions for the succeeding term.
 - b. Any Account Manager or Associate that has served at least one full quarter on the Business Team is eligible to run for a Director position.
 - c. Any Director may run for reelection to their position or for any other position on the Business Board.
 - d. Any person interested in running for a Director position must submit a formal written platform to the newly elected Chief Financial Officer no later than 24 hours after that officer has been elected.
 - e. Any person who is a candidate for a Director position for the next succeeding term shall be ineligible to vote in that election and shall not take part in any meeting at which the election is to be held.
7. Should the Chief Financial Officer resign, or is otherwise unable to fulfill their responsibilities, the Executive Board will appoint a replacement from among the Directors, who shall serve out the Chief Financial Officer's term.
8. The Executive Board may chose to employ a Business Manager, a paid professional employee who serves as a professional liaison between *The Chicago Maroon* and the

University of Chicago. Further, as a paid employee, the Business Manager shall not be elected to their position and shall not serve for one-year terms.

9. The number of Associates and Account Managers on each Director Team shall be decided by each Director and the Chief Financial Officer at the beginning of each term. The Chief Financial Officer can terminate or suspend these positions at their discretion at any time.
 - a. General recruitment for these positions will occur at the same time as Editorial recruitment at the beginning of each academic year.
 - i. The Chief Financial Officer may, however, recruit new members at any time if there is sufficient demand.
 - b. The Business Board will decide how the recruitment process will take place and on the most appropriate method for screening potential candidates.
10. The Business Board shall hold meetings once every other week. The entire Business Team shall hold meetings *at minimum* every two weeks. This meeting will be led by the Chief Financial Officer or a chosen Director in their absence. The time and location of this meeting will be decided by the Business Board.
 - a. The Chief Financial Officer may call a meeting with the Business Board or the Business Team scheduled a minimum of one (1) day in advance.
11. The Business Board will meet weekly; all Directors must be present. The time and location of this meeting will be decided by the Chief Financial Officer.
12. Any member of the Business Board or Business Team, other than the Chief Financial Officer, may be suspended for any period of time or removed from their position at the discretion of the Chief Financial Officer, in consultation with the Editor-in-Chief.
13. Any Director, Account Manager, or Associate may resign at any time. Such resignation must be in writing, delivered to the Chief Financial Officer, but acceptance thereof shall not be necessary to make it effective.
 - a. The Chief Financial Officer may, but need not, decide to fill any position that has been vacated by resignation or for any other reason. This decision does not require approval from the Business Board or the Executive Board.

Article V: Production Board

1. The Production Board shall be responsible for all operations involving presenting *The Chicago Maroon's* editorial content to readers, including but not limited to web and print production and social media.
2. The Chief Production Officer shall oversee the Production Board, and shall have final say in all decisions made by said board.
3. The CPO will be elected by a majority of the members of the Production Board who are eligible to vote.
 - a. Design associate is considered a staff position. Thus, they are not eligible to vote.
4. The editors and heads for each section are selected at the end of each quarter by the outgoing and remaining editors and heads. The editors and heads may also confer the status of "staff" or "associate" on members for their section that have fulfilled section-specific

criteria. The editor(s) and heads of each section handle the editorial affairs of their respective sections.

5. The editors and heads, as previously defined, may appoint deputy, associate, and senior editors and/or associates for the production and web sections to assist them in producing *The Chicago Maroon*. All of the editors and heads, including deputies, associates, and editors, must be students of the University of Chicago and must commit to their position for at least one full academic quarter.
6. Any editor or head who has served at least one full quarter on the Production Board of *The Chicago Maroon* is eligible to run for the position of Chief Production Officer.
7. Any member of the Production Board may resign at any time. In consultation with the Editor-in-Chief, the Chief Production Officer may dismiss editors/heads on the basis of performance or inappropriate behavior.

Article VI: Executive Board

1. The Executive Board is responsible for the overall operation of *The Chicago Maroon*. It is responsible for the Editorial Board, the Production Board, and the Business Board, and works with the Advisory Board and University officers that interact with The Chicago Maroon.
2. The Executive Board, as previously stated, consists of the Editor-in-Chief, Managing Editor, Chief Production Officer, and Chief Financial Officer. These officers shall serve a term of spring, fall, and winter quarter. The Executive Board shall meet regularly at least every other week of the quarter.
3. As the ultimate authority over *The Chicago Maroon*, the Editor-in-Chief shall be elected by all eligible voting members of *The Chicago Maroon*. The Managing Editor shall be selected solely by the eligible voters within the editorial sections, the Chief Production Officer shall be selected solely by the Production Board, and the Chief Financial Officer shall be elected solely by the Business Team.
4. Voters shall be eligible if a) they currently serve in an eligible position, as defined below, and b) served in an eligible position in a previous quarter within a year of the election. The following individuals are eligible to vote: Of the editorial sections, full, deputy, associate, and senior editors are eligible to vote; the *Grey City* Editor(s) are eligible to vote; senior reporters are also eligible to vote; on the Production Board, head and associate editors are eligible to vote; on the Business Board, Directors and Associates are eligible to vote.
 - a. Two people may run together for the position of Editor-in-Chief and for the position of managing editor (either as Co-Editors or Editor and Deputy Editor), while only one person may run for Chief Financial Officer and Chief Production Officer. To run for a position on the Executive Board, a candidate must have served in a position eligible to vote for that position for at least one full quarter.
 - i. Candidates are prohibited from running for Executive Board positions if they intend on studying abroad or otherwise taking a quarter off from *The Maroon* during their term. Any member of the Executive Board who takes a quarter off due to unforeseen circumstances must resign their position.

- b. The sitting Editor-in-Chief, Managing Editor, Chief Production Officer, and Chief Financial Officer shall run the elections for their respective positions. They may not vote, unless in the case of a tie. Voting should occur by secret ballot.
 - c. The election procedure is as follows. Announcement of intent to run is due third week of winter quarter, and a nomination by a staff member as well as a written platform is due fourth week. Barring non-negotiable extenuating circumstances, elections occur fifth week. At the election, candidates will be introduced in a speech by their nominator not to exceed five minutes. Candidates may give a speech, not to exceed 10 minutes. All eligible members must appear in person to vote barring extenuating circumstances discussed in advance with the sitting Editor-in-Chief. The elections shall occur on the same day of fifth week, with the election of the Managing Editor, Chief Production Officer, and Chief Financial Officer occurring first, followed by the election of the Editor-in-Chief. All results shall be announced simultaneously.
5. After the elections, the outgoing Executive Board members will decrease their responsibilities, until by the final issue of the quarter, the new Executive Board members have assumed full responsibility. The names of all members of the Executive Board, both sitting and newly elected, shall appear on the masthead during the transition period.
 6. If for any reason there occurs a vacancy in the Executive Board, the remaining members of the Executive Board may choose to absorb the responsibilities of the vacant position internally or to fill the position by appointing a replacement of their choosing. If the vacancy occurs after the election of the new Executive Board, the newly elected editor will fill the vacancy.
 7. Once the Executive Board has taken office, its members can only be removed by a two-thirds vote among those eligible to elect that member and the sitting Executive Board.
 - a. One member of the Executive Board shall run the process and will not vote except in case of a tie, which must be announced.
 - b. A call for a removal vote must be delivered in writing to the Executive Board member and signed by five of the members eligible to elect the Executive Board member. A vote must occur seven days after the call for removal is delivered, which must also be circulated to all eligible voting members.
 - c. At the vote, the Executive Board member shall be given 10 minutes to speak in their defense. The election shall be carried out through secret ballot and the recused Executive Board member shall count the votes.

Article VII: Amendments

1. Amendments to the Bylaws may be requested by any Executive, Editorial, or Business Board member. If the requesting member is able to collect ten signatures in support of the request, a special meeting of the Boards to revise and/or amend the constitution must be called by the Editor-in-Chief. A quorum of two-thirds of the voting members of the Executive, Editorial, Production, and Business Boards is necessary for a vote to occur, and a two-thirds majority of those present at this meeting will be necessary to amend the constitution.