

# The Tulane Hullabaloo Constitution

## PREAMBLE

*The purpose of this constitution is to set forth the governing regulations of The Tulane Hullabaloo, the official student newspaper of Tulane University. The Hullabaloo is financially independent from Tulane University, excluding its office located in the Lavin-Bernick Center for University Life, Suite G11.*

### **Article I: Identity**

#### **Section 1. Designation**

The name of this organization shall be The Tulane Hullabaloo, hereinafter referred to as The Hullabaloo.

#### **Section 2. Purpose**

The mission of The Hullabaloo is to provide the most accurate, thorough and engaging coverage of news, sports, multicultural issues, opinions and entertainment.

#### **Section 3. Principles**

The principles The Hullabaloo members follow are:

1. Seek content that impacts readers, provokes discussion and advances knowledge
2. React quickly to newsworthy events, whether on campus, around New Orleans or in another part of the world, if they impact our readers
3. Reflect in our product the diversity of the backgrounds, goals and interests of our communities
4. Adhere to The Hullabaloo's ethical guidelines while engaging in a professional manner at all times
5. Develop ourselves both technically and ethically to become successful student journalists

### **Article II: Nature of Publication**

#### **Section 1. Frequency of Issue**

The Hullabaloo shall be published according to a publication schedule set forth by the previous year's Editor-in-Chief throughout the fall and spring semesters except during holiday and examination periods. Publication may be suspended due to emergencies by a vote of the managing board.

#### **Section 2. Manner of Publication**

The Hullabaloo currently consists of five sections (News, Arcade, Intersections, Views and Sports) in its weekly print edition, an online website located at [tulanehullabaloo.com](http://tulanehullabaloo.com), a yearbook produced through a partnership with Tulane University and a semesterly print magazine.

The sitting board of The Hullabaloo can vote on reducing, expanding or maintaining the current manner of publication and its platforms such as: print edition printer, website

provider, etc.

### **Article III: Membership**

#### **Section 1. Contributors**

Any Tulane University undergraduate or graduate student, staff, faculty, alumnus or official affiliate may contribute to The Hullabaloo.

#### **Section 2. Membership**

This constitution designates 7 types of members within The Hullabaloo as follows:

1. Advisor
2. Editor-in-Chief
3. Managing Board
4. Board
5. Associates
6. Staff
7. Contributing

Only current members of the Managing Board and Board will retain voting rights defined by this constitution.

### **Article IV: Editor-in-Chief**

#### **Section A. Powers and Duties**

The Editor-in-Chief must be either an undergraduate or graduate student at Tulane University at the start of their term of office. The Editor-in-Chief shall:

1. Be ultimately responsible and answerable for all that is printed in the newspaper, including legal responsibilities.
2. Have ultimate authority to pull any content that may be potentially libelous and may result in legal action, violates the Tulane University Code of Student Publications or does not live up to journalistic standards.
3. Have the power to veto any decision of either the Managing Board or Board that may be potentially libelous and may result in legal action, though the veto may be overridden by a 2/3 majority of the Board.
4. Be responsible for fulfillment of the publication schedule.
5. Chair Editorial Board, Managing Editorial Board and other relevant meetings.
6. Oversee elections of successor Managing Board and current year's Board.
7. Make all day-to-day decisions regarding the operation of The Hullabaloo which do not require approval of the Board or Managing Board.
8. Be responsible for all financial transactions and legal contracts entered into by The Hullabaloo.

9. Create a yearly budget with Senior Business Manager, The Hullabaloo's Advisor and Graduate Assistant.
10. Provide the overall vision and direction for The Hullabaloo, maintaining the established tradition of excellence and journalistic integrity.
11. Review and revise Operational Policies with the sitting Managing Board on a yearly basis.
12. Attend all training sessions designated and the Summer Journalism Experience.

### **Section B. Election**

The Editor-in-Chief shall be elected through a 2/3 majority vote of the sitting Board, outlined in The Hullabaloo's bylaws. The Editor-in-Chief shall be approved by the Media Board before assuming office.

### **Section C. Term of Office**

The Editor-in-Chief shall serve for one full year from the last issue of the previous year known as the "Summer Issue" to the second-to-last issue of the Spring Semester.

### **Section D. Removal/Resignation from Office**

The Editor-in-Chief may be removed from office by the Media Board for cases of gross negligence or gross incompetence while carrying out their duties. The Editor-in-Chief may also be impeached by a 2/3 vote of the Editorial Board. The Managing Editor will serve as interim Editor-in-Chief and must be approved by the Media Board. For removal to occur the following steps must be followed:

1. A formal written complaint must be brought to the sitting Editor-in-Chief outlining how they have failed in their duties and shared with the sitting Managing Board.
2. If Managing Board deems the Editor-in-Chief to have failed in their duties, the complaint must be brought to the Editorial Board and sitting Media Board Council Chair
3. The Editor-in-Chief must be allowed to address the complaint to the voting body.

For resignation, the Editor-in-Chief must provide three weeks' notice and will be succeeded by the Managing Editor until a new election can be held.

### **Section E. Obligation to succeeding Editor-in-Chief**

The sitting Editor-in-Chief shall oversee elections for their successor, unless they are a candidate. In this case, Managing Board will select the overseer.

After a successor Editor-in-Chief is elected, the successor Editor-in-Chief-elect shall take applications and oversee the election of the new Managing Board. The predecessor Editor-in-Chief will assist in the Succession Period outlined in **Article XII**.

## **Article V: Managing Board**

## **Section A. Powers and Duties**

The Managing Board shall:

1. Attend all Managing Board, Board and any other designated meetings with Section Editors, Associates and possibly Staff and Contributing members who fall under the member's jurisdiction.
2. Have the authority to set deadlines and make decisions regarding content that are in keeping with the Editor-in-Chief, Managing Board and Board.
3. Abide by the powers and duties outlined in each respective position contract.
4. Attend all training sessions designated and the Summer Journalism Experience.
5. Participate in the election and dismissal of Board members.
6. Maintain, update and enforce all policies laid out in **Article XIII**.
7. Work to uphold the credibility and ethical standards of The Hullabaloo as an institution.
8. Have limited authority to pull any content that may be potentially libelous and may result in legal action, violates the Tulane University Code of Student Publications or does not live up to journalistic standards.

## **Section B. Membership**

The Managing Board consists of the following voting members:

1. Chief Copy Editor
2. Digital Director
3. Managing Editor
4. Personnel Director
5. Production Manager
6. Senior Business Manager

The Hullabaloo's advisor and Editor-in-Chief will sit on Managing Board as non-voting members. The Editor-in-Chief will preside over all meetings. A position may be added or removed from the Managing Board through a 2/3 majority vote of the Board. Quorum will be described as four of six voting members being present.

## **Section C. Election**

The Managing Board shall be elected by the predecessor Managing Board and the successor Editor-in-Chief. The successor Editor-in-Chief will only vote in this election. The predecessor Editor-in-Chief will vote in the case of a tie.

## **Section D. Term of Office**

The Managing Board shall serve for one full year from the last issue of the previous year known as the "Summer Issue" to the second-to-last issue of the Spring Semester.

### **Section E. Removal/Resignation from Office/Vacancies**

Members of the Managing Board may be removed from office by the Media Board for cases of gross negligence or gross incompetence while carrying out their duties. A managing board member may also be impeached by a 2/3 vote of the Editorial Board. The position will remain vacant until the sitting Managing Board can fill it through an application process. For removal to occur the following steps must be followed:

1. A formal written complaint must be brought to the member in question outlining how they have failed in their duties and shared with the sitting Managing Board.
2. If Managing Board deems the member in question to have failed in their duties, the complaint must be brought to the Editorial Board and sitting Media Board Council Chair.
3. The member in question must be allowed to address the complaint to the voting body.

For resignation, members must provide three weeks' notice and will retain voting rights until the position is filled. Vacancies will be filled through an election process voted on by remaining sitting Managing Board as soon as possible. The Editor-in-Chief will vote only in the case of a tie.

### **Section F. Obligation to Succeeding Managing Board**

The predecessor Managing Board will select the succeeding Managing Board with both the predecessor and successor Editor-in-Chief.

The predecessor Managing Board will assist in the Succession Period outlined in **Article XII**.

## **Article VI: Board**

### **Section A. Powers and Duties**

Sitting members of the Board shall:

1. Attend all Board and other designated meetings
2. Attend all training sessions designated and the Summer Journalism Experience
3. Have the authority to set deadlines and make decisions regarding Associates, Staff and Contributing under the Board Member's jurisdiction
4. Abide by the powers and duties outlined in each respective position contract.
5. Participate in the election and dismissal of Associates under the Board Member's jurisdiction.
6. Follow and vote on changes to all policies laid out in **Article XIII**.
7. Work to uphold the credibility and ethical standards of The Hullabaloo as an institution.
8. Have limited authority to pull any content that may be potentially libelous and may result in legal action, violates the Tulane University Code of Student Publications or does not live up to the journalistic standards

### **Section B. Membership**

Board members shall be elected by majority vote of the successor Managing Board. The current voting composition is as follows:

1. Managing Board
2. Section Editors (content, art, digital, layout, photography, copy)
3. Business Managers, Distribution Manager
4. Training and Recruitment, other specialty positions

The Hullabaloo's advisor and Editor-in-Chief sit as non-voting members. The Editor-in-Chief will preside over all meetings.

New members may be added to the Board by a 2/3 majority vote of Quorum. Quorum is defined as 2/3 of current voting members. All votes will take place at Board meetings or at times otherwise approved by the Board.

### **Section C. Election**

The Board shall be elected by the successor Managing Board by 2/3 majority vote of Quorum. The Editor-in-Chief will vote only in the case of a tie.

### **Section D. Term of Office**

The Board shall serve for one full year from the last issue of the previous year known as the "Summer Issue" to the second-to-last issue of the Spring Semester.

### **Section E. Removal/Resignation from Office/Vacancies**

Members of the Board may be removed from office by the Managing Board for cases of negligence or incompetence while carrying out their duties. The position will remain vacant until the sitting Managing Board can fill it through an application process. For removal to occur the following steps must be followed:

1. Any individual may bring a formal written complaint to the Managing Board outlining how they have failed in their duties. If Managing Board decides to take further action, they must share the complaint with the member in question.
2. A time frame must be established in which removal will be brought to a vote with the member in question.
3. The member in question must be allowed to address the complaint to the voting body.
4. The Managing Board must inform the Board following voting for removal of the complaint, timeline and result of the vote, regardless of if the individual was removed or not.

For resignation, members must provide two weeks' notice and will retain voting rights until the position is filled. Vacancies will be filled through an election process as soon as possible.

### **Section F. Obligation to Succeeding Board**

The Board has the obligation to elect by 2/3 majority of Quorum. The predecessor Board will assist in the Succession Period outlined in **Article XII**.

## **Article VII: Associates**

### **Section A. Powers and Duties**

Associates shall be hired by respective Board member(s) that oversee the procedures outlined

by the sitting Managing Board. Associates receive the designation **Associate Editor or Associate \_\_\_\_ Editor** with the space designating the section. Associates shall:

1. Attend all designated meetings.
2. Abide by the powers and duties outlined in each respective position contract.
3. Participate in training and assist the respective Board member in their duties.
4. Follow all policies laid out in **Article XIII**.
5. Work to uphold the credibility and ethical standards of The Hullabaloo as an institution.
6. Have the authority to bring formal complaints from Associates and Staff members to Managing Board regarding performance of overseeing Board member.

#### **Section B. Term of Office**

Associates will serve from the time of their election until the second-to-last issue of the Spring Semester.

#### **Section C. Removal/Resignation from Office**

The overseeing Board member and Managing Board reserve the right to dismiss an Associate Member from The Hullabaloo in the case of improper conduct or not following ethical standards.

### **Article VIII: Staff**

#### **Section A. General Responsibilities**

Staff members of The Hullabaloo are defined as members that contribute to The Hullabaloo for three weeks consecutively in any section of operations. The staff member shall receive the designation **Staff Position**. Staff members shall:

1. Attend designated meetings.
2. Follow all deadlines and editorial decisions made by overseeing Board member(s) and Managing Board members.
3. Abide by the powers and duties outlined in the staff contract.
4. Follow all policies laid out in The Hullabaloo's code of ethics and website.
5. Work to uphold the credibility and ethical standards of The Hullabaloo as an institution.

#### **Section B. Term of Office**

The title of Staff will carry over once earned until the individual graduates, unless the Staff member stops contributing for longer than (1) semester (not including semesters abroad).

### **Section C. Dismissal from The Hullabaloo**

The Managing Board reserves the right to dismiss a Staff Member from The Hullabaloo in the case of improper conduct or not following ethical standards.

## **Article IX: Contributing**

### **Section A. General Responsibilities**

Contributing members of The Hullabaloo are defined as members that have contributed to The Hullabaloo for less than three weeks consecutively in any section of operations.

Contributing members shall:

1. Attend a training session before beginning contribution.
2. Follow all deadlines and editorial decisions made by overseeing Board member(s) and Managing Board members.
3. Abide by the powers and duties outlined in the staff contract.
4. Follow all policies laid out in The Hullabaloo's code of ethics and website.
5. Work to uphold the credibility and ethical standards of The Hullabaloo as an institution.

### **Section B. Dismissal from The Hullabaloo**

The Managing Board reserves the right to dismiss a Contributing Member from The Hullabaloo in the case of improper conduct or not following ethical standards.

## **Article X: Finances**

### **Section A. Budget**

The Hullabaloo Managing Board will approve a yearly budget created by the Senior Business Manager, The Hullabaloo's advisor, the Editor-in-Chief and the Graduate Assistant and submit it to the Board and Media Board.

### **Section B. Reports**

The Senior Business Manager will be responsible for presenting a budget report to Managing Board, the Board and Media Board at the end of each semester.

## **Article XI: Bylaws**

The Hullabaloo Editorial Board shall establish a procedure to best fulfill its responsibilities without overstepping any stipulation stated in this constitution. Revision of the Bylaws shall require previous notice, may be proposed by any Staff Member and may be approved by a simple majority of the Board.

## **Article XII: Succession Period**

The Succession Period as defined by this constitution begins following successor Editor-in-Chief elections and ends after the second issue of the Fall Semester.

All members have the obligation to reach out to the newly elected member who will take over their position and stay in contact at least through the first two issues in the Fall Semester.



The successor Boards will begin working following the second-to-last issue of the Spring Semester, preceding the “Summer Issue.” The successor Boards will shadow predecessors during the last two issues of the Spring Semester, excluding the “Summer Issue.”

### **Article XIII: Operational Policies**

#### **Section A. Enforcement**

Every year, the Managing Board and Board has the responsibility to maintain, approve and enforce existing operational policies. The Managing Board should review these policies on a yearly basis.

#### **Section B. Amending Existing Policies**

All existing policies may be amended and must be presented and approved by Managing Board and Board respectively following voting guidelines outlined in this constitution. An updated version must be included on The Hullabaloo’s website, if applicable.

#### **Section C. Creation of New Policies**

New policies must be discussed and approved by Managing Board and Board respectively following voting guidelines outlined in this constitution. The new policy must be included on The Hullabaloo’s website, if applicable.

### **Article XIV: Constitutional Amendments**

#### **Section A: Procedure for Amendment**

A proposed amendment to this constitution must be submitted to Managing Board prior to the meeting of the Board. The amendment shall be read at the next available meeting.

#### **Section B: Ratification**

The ratification of amendments or adoption of a newly revised constitution will be made by a 2/3 vote of the Board.

### **Article XV: Constitutional Review**

The Hullabaloo Managing Board should review the constitution on a yearly basis at its first meeting following the Succession Period.

Created: January 2017, Editor-in-Chief Brandi Doyal