

# TIGER CUB

## Constitution and Bylaws

### Constitution

#### **PREAMBLE**

The Tiger Cub at Auburn University shall oversee all the operation of the Auburn University student handbook/planner.

#### ARTICLE I- NAME OF ORGANIZATION

Section 1: The name of this organization shall be the Tiger Cub.

Section 2: The Tiger Cub shall be under the auspices of Foy Student Union/Office of Dean of Students.

#### ARTICLE II-PURPOSE

Section 1: The purpose of this organization shall be to provide the Auburn University community with a journalistically sound student handbook/planner.

#### ARTICLE III- MEMBERSHIP

Section 1: Any registered student of Auburn University in Auburn, Alabama may participate on the student handbook/planner staff.

Section 2: The Tiger Cub shall have as many staff members as necessary for the proper administration of its functions.

#### ARTICLE IV- GENERAL ORGANIZATION

Section 1: The Tiger Cub shall consist of an Editor, Webmaster, and Business Manager.

Section 2: The Media Advisor shall serve as the head of the Tiger Cub.

#### ARTICLE V- EDITOR

Section 1: The Tiger Cub Editor shall be the governing body of the Tiger Cub.

Section 2: All meetings of the Editor shall be open.

## ARTICLE VI- SELECTION OF EDITOR, WEBMASTER AND BUSINESS MANAGER

### Section 1: Editor

- A. Application for the position of editor shall be made available to Auburn University undergraduate and graduate students by February 1<sup>st</sup> of each year.
- B. Applicants for the position of editor shall have completed at least one academic year's experience on any Auburn University publication or the equivalent thereof and have been a resident student for a minimum of three (3) semesters.
- C. Applicants must be a full time, degree seeking undergraduate or graduate student with at least a 2.25 cumulative grade point average at the time of qualification. If selected, the applicant agrees to remain enrolled as a student at Auburn University during his/her tenure.
- D. Applicants must complete an interview with Board of Student Communications during their monthly March meeting.
- E. The Board of Student Communications will make their final decision at the March meeting, as to who will be the Tiger Cub Editor.
- F. The Tiger Cub Editor shall hold office from May 1 through April 30 of the following year.

### Section 2: Business Manager

- A. Applicants must be a full time, degree seeking undergraduate or graduate student at the time of qualification. If selected, the candidate agrees to remain enrolled at a student at Auburn University during his/her tenure.
- B. Applicants must fill out application and have complete application turned into Student Publications Suite by deadline in order to be considered for position.
- C. Applicants will be interviewed by the Student Board of Communications at their monthly meeting.
- D. Student Board of Communications will select the best applicant for position of Business Manager.
- E. The Business Manager shall hold office from May 1 to April 30 of the following year.

### Section 3: Webmaster

- A. Applicants must be a full time, degree seeking undergraduate or graduate student at the time of qualification. If selected, the candidate agrees to remain enrolled at a student at Auburn University during his/her tenure
- B. Tiger Cub Editor shall be responsible for selecting Webmaster from applicants.
- C. Tiger Cub Webmaster shall hold office from May 1 to April 30 of the following year.

## ARTICLE VII- BYLAWS

Section 1: When consistent with the constitution, By-laws may be adopted and amended by a 2/3 vote of the members of the Tiger Cub staff. The Editor shall present all proposed By-laws to the Tiger Cub staff who, whereupon, shall table the vote until the next meeting.

## ARTICLE VIII- AMENDMENTS

Section 1: The power to amend and repeal this Constitution or any part thereof, rests in the Editor. This power shall not be exercised, however, in any case, except by a 2/3 vote of the Tiger Cub staff.

## BY-LAWS

### ARTICLE I- EDITOR DUTIES

Section 1: The Editor of the Tiger Cub shall have the following power and duties:

- A. Ultimately responsible for all aspects of the handbook/planner.
- B. Preside over meetings of the Tiger Cub staff.
- C. Makes day-to-day decisions regarding the operation of the organization that do not require Advisor or Student Board of Communication approval.
- D. Works with Auburn University Bookstore and publishing companies to secure printing contract each year.
- E. Acts as a liaison between the organization and printing company.
- F. Is Medium Head of organization.
- G. Guides the organization in all aspects of student handbook/planner production.
- H. Is responsible for training and transition for the Editor.

### ARTICLE II- BUSINESS MANAGER DUTIES

Section I- The Business Manager of the Tiger Cub shall have the following power and duties:

- A. Review and formulate the Tiger Cub budget for the coming year and present it to the Student Budget and Finance Committee.
- B. Maintain upkeep of Tiger Cub budget; keeping track of expenses and incomes.
- C. Attend to the needs of the Editor.
- D. Sell advertisements for the publication.
- E. Attend Student Board of Communication monthly meetings.

### ARTICLE III- WEBMASTER DUTIES

Section 1: The Webmaster of the Tiger Cub shall have the following power and duties:

- A. Must work year round to maintain the upkeep of the Tiger Cub website.
- B. To develop new ideas for Tiger Cub website.
- C. To maintain, and update Tiger Cub website in a timely fashion.
- D. To attend weekly meetings with Editor.

### ARTICLE VI- MEDIA ADVISOR DUTIES

Section 1- The Media Advisor of the Tiger Cub shall have the following power and duties:

- A. Advise Editor on proper publication procedures for university.
- B. Attend monthly Student Board of Communications meetings
- C. Act as liaison for organization between organization and university related issues.
- D. Attend weekly meetings of organization.
- E. Meet with Editor weekly to ensure all deadlines are being met.

### ARTICLE V- SALARIES

Section 1- The Editor, Webmaster, and Business Manager of the Tiger Cub shall receive salaries throughout their term in office.

### ARTICLE V- VACANCY OF POSITIONS

Section 1: The vacancy of Editor:

- a. If cumulative grade point average falls below 2.0, the editor shall be removed by the Board of Student Communications, and the position considered vacant.
- b. A successor shall be appointed by the Board of Student Communications.

Section 2: The vacancy of Webmaster:

- A. If cumulative grade point average falls below 2.0, the individual shall be removed by the Editor, and the position considered vacant.
- B. A successor shall be appointed by the Editor.

Section 3: The vacancy of Business Manager:

- A. If cumulative grade point average falls below 2.0, the business manager shall be removed by the Board of Student Communications and the position considered vacant.

- B. If resignation occurs: application process begins, applicant interviews with Board of Student Communications.