

# *The Profile Constitution*

## Article 1-Name

Section 1. The name of the Profile is *the Profile*.

## **Article II: Purpose**

Section 1. Any student may be a member of *the Profile* and any member of the Hendrix Community may contribute to *The Profile*.

Section 2. *The Profile* will produce a predetermined number of newspapers each school year. The Editor, Advisor, Managing Editor and Associate Editor will determine the number of papers. The parties listed above may alter the newspaper's style each year as they see fit.

Section 3. *The Profile* exists for everyone interested in the news related to Hendrix College.

Section 4. *The Profile* benefits everyone reading the paper.

## **Article III-Membership**

Section 1. Any Hendrix student may be a member.

## **Article IV: Officers**

Section 1. The Editor must oversee everything involved in the production of *the Profile*. He or she must either preside of every meeting or have delegated the authority. He or she also determines the content of the paper. The Editor must produce the issues decided upon by the Senior Staff and must answer to *The Profile's* advisor or Senate if a problem arises. The Editor must also take responsibility for the Business Department and ensure that all advertising agreements are executed and that all bills are paid. The Editor must outline the jobs of his or her underlings before the first issue. The Editor must submit a budget proposal to the Budget Committee each year and present monthly budget reports to his or her advisor.

Section 2. The Managing Editor must oversee the news content of *the Profile*, and all people submitting to *the Profile* must report to the Managing Editor. The Managing Editor must ensure that the printer receives the finished paper at the agreed upon date. Establishing deadlines for those submitting is the responsibility of the Managing Editor and Editor.

Section 3. The Associate Editor must oversee everything involved with *the Profile's* accounts and know how *the Profile's* budget stands at all times. The Associate Editor must prepare the budget report or delegate the authority to do so and must go with the

Editor to discuss each month's budget with the advisor. The Section Editor must also oversee the Advertising Department and assure that all contracts are met and that every attempt is made to collect money from advertisers.

Section 4. The other staff members will take orders from the Senior Staff and will jump through flaming hoops should the staff decree it.

#### **Article V: Election of Officers**

Section 1. The Media Committee will elect the senior staff.

Section 2. The senior staff will elect the other employees of *the Profile*.

#### **Article VI: Finances**

Section 1. *The Profile* will submit a budget to Senate each year and Senate will allocate money to *The Profile* as they see fit.

Section 2-*The Profile* may also earn money by selling advertising space in the newspaper. All financial transactions made by *the Profile* and all contracts between *the Profile* and advertisers must be documented. The advisor, Editor and Senate have the right to review *the Profile's* accounts at any time.

Section 3. *The Profile* will spend money to pay bills, pay or reimburse employees, and fund improvements to *the Profile* and its staff's performance.

Section 4. The Associate Editor is responsible for all issues involving money. The senior staff will select all positions within the Associate Editor's sphere of influence.

#### **Article VII: Amendments**

Section 1. The Advisor and 2/3 of the senior staff must agree to changing *the Profile's* constitution.

Section 2. Anyone may propose a change to the constitution by contacting the Advisor.