Constitution

I. Name
   a. The official name of this journal shall be *Discussions: The Undergraduate Research Journal of Case Western Reserve University*.

II. Purpose
   a. To provide a peer-reviewed research journal to the undergraduate community of Case Western Reserve University and elsewhere.
   b. To provide review articles to the undergraduate community of CWRU and elsewhere.
   c. To publish and distribute at least two issues per year.
   d. To promote academic dialogue within the undergraduate community and to provide an opportunity for undergraduates to publish their scholarly work from any field of study.

III. Journal
   a. *Discussions* journal may consist of the following parts:
      i. Cover, table of contents, editor’s note (written by the Editor-in-Chief), and appropriate acknowledgements.
      ii. Research Articles: Articles presenting novel research. These articles will be collected through submissions to *Discussions*.
      iii. Review Articles: These articles will be similar to the articles previously published by *Engineering and Science Review*.
      iv. Human interest and interview articles to explore research occurring on the CWRU campus.

IV. Membership
   a. The staff shall be comprised of undergraduate students and be directed by the Editorial Board.
   b. The Editorial Board officer positions shall be comprised of Undergraduate students and are as follows: Editor-in-Chief, Director of Public Relations, Assistant Director of Marketing, Assistant Director of Distribution, Director of Layout, Assistant Director of Layout, Director of Finance, Assistant Director of Finance, Director of Content, Assistant Director of Content, Director of Review, Assistant Directors of Review, Director of Information, Director of Internal Affairs.
   c. Each Assistant Director will have an equal vote during Editorial Board Meetings.
   d. Contract writers, copy editors, reviewers and other team members are part of the *Discussions* membership, and will be invited to attend general-body meetings.

V. Duties of Directors
   a. Editor-in-Chief
i. Oversee the general production of paper and allocate duties to directors and committees.

ii. Organizes and presides over meetings.

iii. Meet with the advisor as deemed appropriate.

iv. Send emails to rejected authors regarding justification for rejection and recommendations for future submission.

v. Will contact the advisors of accepted authors for permissions to publish.

vi. Must have one previous year of experience with *Discussions* Editorial Board.

b. Director of Layout

i. Designs the overall appearance of the journal in a timely manner, as directed by the Editor-in-Chief.

ii. Collaborates with article authors to provide graphics and visual improvements for each article.

iii. Must have one year of experience with *Discussions*, but can be amended by the approval of the majority of Editorial Board members.

c. Assistant Director of Layout

i. Work under the direction of the Director of Layout.

ii. Assists in the design process and visual improvements of the journal.

d. Director of Content

i. Oversee and manage the copy editors.

ii. Collaborates with the Editor-in-Chief and Director of Layout to ensure proper editing of all official documents.

iii. Must have one year of experience with *Discussions*, copy editors, but can be amended by the approval of the majority of Editorial Board members.

e. Assistant Director of Content

i. Work under the guidance and direction of the Director of Content.

ii. Assist in organizing the copy editing committee and lead training as necessary throughout the year.

iii. Oversees contracted writers for human interest pieces.

f. Director of Finance

i. Oversee spending/balances credit and expenditures.

ii. Write budget annually.

iii. Obtain funding for *Discussions* each year, with aid of other officers or journal members if necessary.

iv. Attend all Media Board meeting, and meet with the Advisor of Media Board on a regular basis.

v. Must have one year of experience with *Discussions*, but can be amended by the approval of the majority of Editorial Board members.

g. Assistant Director of Finance

i. Work under the direction and guidance of the Director of Finance.

ii. Assist with budget management and planning.

iii. Help to communicate between the Director of Finance and student activities/finance representatives.

h. Director of Internal Affairs
i. Take detailed minutes of every *Discussions* meeting and make them available to all members in a timely manner.

ii. Coordinate and purchase different caterers in order to supply food to appropriate meetings.

iii. Send reminders to General Body and Editorial Board as directed by the Editor-in-Chief.

iv. Perform all purchases and budgetary request from any director.

i. Director of Public Relations
   i. Preside over Assistant Director of Marketing and the Assistant Director of Distribution.
   
   ii. Organize advertising of submission deadlines, any events organized by the journal, and the final publication and distribution of the journal in a timely and organized manner.
   
   iii. Create promotional events and items, as to enhance the public relations of *Discussions*.
   
   iv. Collaborate with other student organizations for co-sponsorship.
   
   v. Seek out partnerships and advertisers within CWRU and with companies abroad.
   
   vi. Responsible for overseeing the Marketing committee (see Article XI).
   
   vii. Must have one year of experience with *Discussions*, but can be amended by the approval of the majority of Editorial Board members.

j. Assistant Director of Marketing
   i. Work under the direction of the Director of Public Relations.
   
   ii. Responsible for the marketing of *Discussions* to Case Western Reserve University.
   
   iii. Creates various flyers, banners, posters, etc. that are necessary for the proper recruitment of members and submissions.

k. Assistant Director of Distribution
   i. Work under the direction of the Director of Public Relations.
   
   ii. Responsible for the proper distribution of *Discussions* journals and other memorabilia (pens, highlighters, flyers).
   
   iii. Responsible for creating the distribution plan for flyers and other forms of advertising at CWRU and abroad.

l. Director of Review
   i. Tasked with overseeing and coordinating entire review process.
   
   ii. Leads training of incoming reviewers.
   
   iii. Effectively organize distribution of submissions for best possible reviewing accuracy.
   
   iv. Delegates duties to Assistant Directors of Review.
   
   v. Will present reviewer feedback to editorial board when submission decisions are to be made.
   
   vi. Write emails to rejected authors regarding justification for rejection and recommendations for future submission.
   
   vii. Must have one year of experience with *Discussions*, but can be amended by the approval of the majority of Editorial Board members.

m. Assistant Director of Review
i. There will be two (2) Assistant Directors of Review.
ii. Assists with the responsibilities of the Director of Review.
iii. Must have previous review experience with *Discussions*.

n. Director of Information
   i. Regularly update *Discussions* website.
   ii. Regularly update *Discussions* Facebook page.
   iii. In charge of creating an attractive and functionally designed website.
   iv. Archives the published articles and journals in a timely manner.

VI. Committees
   a. *Discussions* will be comprised of numerous committees including: Editorial Board, Review, Design, Public Relations, and Copy Editing.
   b. The Editorial Board shall oversee the production of the journal and shall have authority over the other committees.
   c. The Review Committee shall review each submitted article and present their findings. The Director of Review and Assistant Directors of Review will train them in proper review technique.
   d. The Public Relations Committee shall be in charge of publicizing submission dates for the paper, any events organized by the journal, and the final production of the journal. It is also responsible for the distribution of the journal.
   e. The Design Committee shall be educated on the intricacies of journal and marketing design and perform tasks accordingly.
   f. The Copy Editing Committee shall be educated on the intricacies of *Discussions* style copy editing and will edit on contract.

VII. Contracted Employees
   a. Will be hired, as needed, and paid by *Discussions* to investigate and write human interest pieces relevant to research, whether creative or scholarly.
      i. Must be an undergraduate student pursuing a degree at CWRU.
      ii. Their work, if deemed acceptable by Editor in Chief, will be published in *Discussions* along with the research articles.
   b. Will be hired, as needed, and paid by *Discussions* to create the cover design.

VIII. Copy Editors
   a. Work under the direction of the Director of Content.
   b. Must complete an edit of a paper with the utmost quality and timeliness, as determined by the Director of Content.
   c. Copy editors will be paid, unless no finances can be obtained to do so.

IX. Reviewers
   a. Work under the direction of the Director and Assistant Directors of Review.
   b. Review and score several submitted articles per semester.
   c. Must attend Final Review Meetings or the offered office hours of the Director and Assistant Directors of Review.

X. Designers
   a. Work under the direction of the Director and Assistant Directors of Layout.
   b. Responsible for designing the layout of texts and figure for each issue.
XI. Public Relations Members
   a. Work under the direction of the Director of Public Relations and the Assistant Directors of Marketing and Distribution.
   b. Responsible for public outreach and the distribution of journals.

XII. Advisor
   a. An advisor shall be appointed from the CWRU faculty/staff and be approved by the Editorial Board.
   b. The advisor shall oversee the publication of the journal and attend Editorial Board meetings on a frequent basis.

XIII. Meetings
   a. Various types of meetings shall be held, as listed below:
      i. Editorial Board (as per the discretion of the Editor-in-Chief).
      ii. General Body (as per the discretion of the Editor-in-Chief).
      iii. Beginning of the year General Interest (annually).
      iv. Committee (at the discretion of the respective Director(s)).
      v. Election (annually).

XIV. Finances
   a. It shall be the duty of the Director of Finance and Assistant Director of Finance to maintain orderly financial records and ensure financing of *Discussions* each year.
   b. The final proposed budget for the academic year will be presented to the annual Media Board Finance Meeting by the Director of Finance, the Assistant Director of Finance, and the Editor-in-Chief.
   c. Stipends will be recalculated on a yearly basis depending on the amount of external revenue available to *Discussions*.
   d. All Directors will receive an equal stipend. Assistant Directors will receive a stipend equal to half as much as that of the Directors.
   e. Contracts may be distributed to any *Discussions* member, per the Media Board budget and a majority vote of the Editorial Board.
   f. Financial incentives from external revenue may also be given at any time to any member with a majority vote of the Editorial Board.

XV. Elections
   a. Editorial Board elections shall be held in the month of April. Terms will last for the school year (April - April).
   b. Letters of intent must be submitted.
   c. Elections are open to all members of *Discussions* (see membership above).
   d. Voting will be performed via a closed ballet and read by a neutral party. Winners will be determined by highest percentage of votes.
      i. Editorial board members will receive twice as many votes as general body voting members.
   e. The time between April and May will be used as a transition period where the current Editorial Board member will train the incoming Editorial Board Member.
f. The following positions require one year of previous active membership in *Discussions*: Editor-in-Chief, Director of Finance, Director of Layout, Director of Content, Director of Review, and Director of Public Relations.
   i. This can be amended by the approval of the majority of Editorial Board members.

g. The Editor-in-Chief position requires one term on the Editorial Board, unless the Board votes otherwise.

h. Only members (as described in Article IV) may run for positions and vote in elections.

i. If the Editor-in-Chief, any Director, or any Assistant Director leaves, then the Editorial Board shall convene and fulfill the vacated position.

j. If for some reason, the Editorial Board finds it necessary to dismiss a member of the Editorial Board, they may do so with a vote of two-thirds majority.

Last revised 08/31/15 at 9:00 PM.