I. Name and Publication
The Retrospect Yearbook shall be the official undergraduate yearbook of Case Western Reserve University, published once every academic year.

II. Purpose
The Retrospect Yearbook exists to record and document the many activities and facets of Case Western Reserve University in an effort to provide the undergraduate students with a thorough and well-rounded yearbook. The organization shall work over the course of the academic year to produce a quality yearbook that details University events, student organizations, campus life, athletics, Greek life, and other important aspects of CWRU. The book is available to all CWRU students, faculty, staff, and administration and serves as a comprehensive resource into the history and evolution of the University.

III. Media Board
At least two members of the Retrospect Yearbook staff shall serve on the Student Media Board. The Retrospect Yearbook shall inform the Media Board of the general progress and affairs of the publication. The board is understood to have the right of counsel concerning Retrospect Yearbook finances.

IV. Advisor
The Editor-in-Chief, in conjunction with the staff, shall choose an advisor to aid the staff in administration and publication. The advisor may be removed from his or her position by a three-fourths vote of all current editors and staff.

V. Finances
The Business Manager, appointed by the Editor-in-Chief, shall handle all financial matters and ledgers for the Retrospect Yearbook. The Business Manager shall be subordinate to the Editor-in-Chief.

VI. Leadership
The Editor-in-Chief shall be the highest-ranking officer for the Retrospect Yearbook and is responsible for publication, content and management. All staff appointments are the responsibility of the Editor, and may be changed at his/her discretion. The supporting leadership shall rest in the appointed positions of Business Manager and Assistant Editor for Publication. The Assistant Editor may delegate multiple Section Editors as he or she desires.

VII. Elections
The Editor-in-Chief shall be the sole elected member of the Retrospect Yearbook. The position must be advertised publicly campus-wide for at least two weeks prior to the application deadline. The deadline for applications shall be the last Friday of March. Any CWRU undergraduate in good academic standing may submit a letter of intent and resume to the current Editor-in-Chief. Elections shall be held the first Thursday in April. Any former or incoming editor or staff member may vote. The Editor-in-Chief may be removed from office by the Advisor or Media Board when recommended by a majority of pay rolled members in the form of a written petition.
VIII. Amendments

Amendments or changes to this charter must be approved by three-fifths of the voting staff members and by a simple majority of the Media Board. Ratification of this charter supercedes all previous charters.