

*Following is the Constitution
of the Indiana Collegiate Press Association
as it was amended by unanimous vote of members present
at the Association's 2003 annual convention at Ball State University in Muncie, Ind.*

Constitution of the Indiana Collegiate Press Association

Preamble

In order to stimulate greater interest and development in journalism in the colleges and universities of Indiana and to create a spirit of emulation and cooperation that will foster this end, we do hereby form ourselves into an association for college publications for the state of Indiana.

We further agree that this organization shall at all times strive to raise the standards of journalism in the colleges and universities of the state of Indiana; and to promote fellowship and cooperation to aid each college and university in the endeavor.

Article I. Name

Section 1. The name of this organization shall be the Indiana Collegiate Press Association.

Article II. Membership

Section 1. All Indiana student-produced college and university publications showing active interest in better journalism shall be eligible for membership in the Association.

Section 2. Membership shall be maintained by meeting requirements further stated in the By-laws.

Article III. Purposes

Section I. Functions of the Association shall be pertinent and worthwhile to college and university publications staffs.

Article IV. Officers

Section 1. A president, six vice presidents (larger newspapers, smaller newspapers, yearbooks, magazines, print advertising and online journalism), an executive director, an executive director-elect and five publications advisers shall constitute the official governing unit of the organization, the Board of Directors.

Section 2. The term of office for all Board positions shall be one year, with the provision that Board members may be permitted to run for re-election.

Section 3. Any Board member can be removed, by a two-thirds vote of a quorum of the Board, for failure to discharge his or her duties competently.

Section 4. The president and the six vice presidents shall be student members of college or university publications at the time of their election.

Article V. Meetings

Section 1. The annual meeting of the Association shall be held each spring. The place for the next year's convention may be chosen from any invitations received prior to or at the convention and shall be voted on by the membership at the convention, as a recommendation to the Board. After said vote, the Board shall, before the end of the spring term in which the vote occurs, interact with representatives of the recommended site to assure that the site can, on a date appropriate for the membership, provide adequate meeting, lodging and dining facilities to accommodate the then current size of the membership. If those requirements can be satisfied, the Board then shall approve the site recommendation. If no invitations are received before or during the convention, the Board shall, by vote, decide the location of the next convention and communicate that decision to the membership in a timely fashion.

Section 2. Meetings of the Board of Directors may be called by the president or executive director at any time, subject to the mutual convenience of all concerned.

Section 3. Generally, the Board shall meet for planning and review meetings in June, September, December and February at times and locations of mutual convenience of all concerned.

Section 4. With approval of the Board, one or more of its meetings can be conducted by teleconference.

Section 5. For matters in need of prompt, immediate or emergency Board action, the Board shall be empowered to conduct discussions, receive information, make and second motions, and conduct votes via e-mail or other electronic means, if such actions serve to further the work of the Association and if a quorum does not object.

Section 6. The rules of quorum and majority vote that apply to in-person meetings also shall apply to teleconference or electronic meetings and voting as contemplated in Sections 4 and 5.

Section 7. Special meetings of the Association may be called upon petition of eight publications members of the Association, subject to the approval of the president and members of the Board of Directors. All such petitions shall be addressed to the president.

Section 8. Discriminations between members and non-members of the Association at various meetings of the Association shall be provided for in the By-laws.

Article VI. Amendment

Section 1. This constitution shall be subject to amendment at any regular meeting of this organization, or at any special meeting called by the president and the Board of Directors, by a three-fourths vote of the members present.

By-laws of the Indiana Collegiate Press Association

Membership

Section 1. Qualifications for membership by student publications in the Association shall be as follows:

- College or university must be in good standing in the State of Indiana.
- The Board of Directors shall establish the schedule of fees for member publications.
- Attendance and participation in the annual convention of the Association.
- Display of active interest and cooperation in all activities and functions of the Association at all times.

Officers

Section 1. The president shall appoint (and be a member ex-officio of) all committees. The president shall preside at all meetings of the Association, and shall be the official representative of the Association.

Section 2. In the event that the president is absent from a meeting of the Board, the Board members present shall be empowered to elect, by a simple majority, a president pro-tempore for that meeting.

Executive Director

Section 1. The duties of the executive director (who shall hold one of the seven adviser positions on the Board) shall be the handling of all official correspondence, filing all records and communications, and recording of the proceedings at the meetings of the Association, and all business in general that comes before and is disposed of by this Association. In addition, he or she shall act as treasurer of the Association, and shall make a statement of finances at the business meeting of the Association's convention. He or she shall act as a member ex-officio of all committees. The executive director must be an adviser to a college or university publication.

Executive Director-Elect

Section 1. The executive director-elect (who shall hold one of the seven adviser positions on the Board) shall work closely with the Executive Director throughout the year to become trained to assume the executive director's position in the following year. The executive director-elect shall be a voting member of the Board of Directors. The executive director-elect shall fulfill the executive director's duties at meetings and other ICPA functions in the executive director's absence. With mutual agreement, the executive may delegate to the executive director-elect sole or primary responsibilities for various aspects of the association's work. The executive director-elect must be an adviser to a college or university publication.

Convention Chair

Section 1. The convention chair shall be appointed by the host school and shall have complete charge, subject to the approval of the Association's Board of Directors, of the Annual Association Convention. He or she shall act as a member ex-officio of all committees pertinent to the convention. All monies expended by the chairman in the planning and executing of the annual convention shall be taken from the convention registration fee, which shall be determined at least 30 days in advance of the convention by the convention chair and the Board of Directors of the Association. The convention chair or the executive director shall make a detailed financial report to the Association's Board of Directors within 30 days of the convention. Any remaining funds, after all convention expenses have been paid, shall revert to the Association treasury. In the event of a deficit, said deficit may be paid from the Association treasury with the approval of the Board of Directors.

Elections

Section 1. To be eligible for any office of the Association, a candidate must be, or must have been, a member of a publication's staff at a college or university that was in good standing in the Association during the academic year in which the election is held. No one may hold or run for office in the Association if he or she is on academic or disciplinary probation at his or her school.

Section 2. Time and place of elections shall be during the business meeting of the convention. The president, vice presidents, faculty advisers, executive director-elect and executive director shall be nominated in advance of the convention by the member schools of the Association. If nominations for any office are not made prior to the convention, nominations for these offices shall be made from the floor. Voting shall be by secret ballot. Each publication present shall have one vote per office contested. No proxy votes shall be allowed.

Section 3. Any vacancy occurring during the school year in any executive office or any office not filled by election at the Association's annual meeting shall be filled by appointment by the remaining members of the Board of Directors.

Section 4. The term of office for all Board of Directors positions shall commence on June 1 of the year in which the election is conducted and last until May 31 of the following year.

Disbursements

Section 1. All disbursements are made by the executive director and reported regularly to the Board of Directors.

Quorum

Section 1. At any regular meeting of this Association one half of the total membership shall constitute a quorum.

Amendments

Section 1. These By-laws shall be subject to amendment at any regular meeting of the Association, or at any special meeting called by the president and other Association officers on written petition, by three-fourths vote of the members present. Amendments may be proposed and passed at any of the afore stated meetings of the Association.

Section 2. Persons not members of the Association but attending its annual spring convention shall not be permitted to participate in the business session held at that time. Non-members may not vote in Association matters.

Section 3. Written resolutions only may be presented in reference to any Association business.

Suspension

Section 1. Any member of the Association, who has failed either to show an active cooperative interest in the Association, or its convention and attendant activities, or to pay the specified dues set by the Association, shall be subject to suspension by majority vote of the convention.