



ASBURY UNIVERSITY  
*Academic Excellence & Spiritual Vitality*

## Student Publications Constitution

### Preamble

The students of Asbury University establish student publications as vehicles for student opinion and inquiry on the campus, funded in part by student comprehensive fees. The students of Asbury University hereby establish this student Publications Constitution and the Student Publications Committee under which all student publications, whether on paper or electronic media, shall operate. The term of this constitution recognize the Biblical principle that freedom apart from responsibility is detrimental to both the individual and the community of believers to which one belongs. This constitution presupposes a commitment to Christian worldview and to both academic excellence and spiritual vitality, as established in the University Statement of Purpose and Statement of Faith. Students serving in capacities of leadership on campus publications will demonstrate such leadership as models not only of superior publications work, but also of lifestyle integrity, upholding the principles of the Handbook for Community Life and Handbook for Residence Life to which all students are asked to adhere.

### Article I: Statement of Philosophy

Asbury University's commitment to encourage responsible exercise of academic skills and sound Christian judgment is expressed in the motto: *Eruditio et Religio*. The University endeavors to establish this commitment in all areas of college life. The general character of the student publications media must adhere to and reflect the spirit of this statement.

### Article II: Institutional Commitment

1. Asbury University, incorporated under the laws of the state of Kentucky, supports student publications in their pursuit of excellence in student journalistic standards and taste, but does not construe these publications as representing the University in an official capacity, having reserved other publications for this purpose. As such, the University administration does not directly control or monitor the content of these publications, deferring such control to students, acting under the advice of an adviser and Student Publications Committee.
2. Asbury University, as collector and trustee of student comprehensive fees, approves the amounts of those fees, which will fund the student publications described in this constitution.

3. Asbury University, as overseer of all activity on the campus, approves the annual selection of a faculty adviser for each student publication from a list of names submitted by editors of these publications.
4. Asbury University agrees to provide space on campus for the efficient operation of student publications, and technical support for equipment used in the production of those publications.

### **Article III: Student Publications Committee**

1. The members of the Student Publications Committee shall consist of:
  - a. Three faculty members—appointed by the Provost—one of whom will serve as Chair.
  - b. Three students appointed by Asbury University Student Congress.
  - c. The Vice President of student Development or his/her designated representative.
  - d. Advisors and executive editors of student publications, or their appointees.
2. The responsibilities of this Committee are to:
  - a. Interview applicants, and approve the allocation of appropriate scholarship funds to appointees of the various leadership positions.
  - b. Evaluate and approve editorial criteria submitted by editors.
  - c. Review, evaluate, or recommend publication policies to the President's Cabinet.
  - d. Review budgets submitted by the various publications and recommend to University Administration the allocation of University monies to publications.
  - e. Evaluate and act on questions involving policy and content of student publications, subject to appeal to the University Administration. In case of an appeal, the matters at issue shall be submitted in writing to the University Administration.
  - f. Reinforce the Student Publications Staff Application Agreement all staff members sign as a part of the application process.
  - g. Address situations involving failure on the part of any editor or business manager to conform to the Student Publications Constitution, maintain established eligibility standards, and/or carry out duties as enumerated in the respective job descriptions.
  - h. Remove students in leadership positions who persist in their failure to conform to the Student Publications Constitution or to carry out duties as enumerated in job descriptions.
  - i. Evaluate proposals for new publications and make recommendations to the President's Cabinet.
  - j. Make available and archive both electronically and in hard copy the Constitution, Bylaws, Staff Member Agreement forms, application requirements and forms, and any other applicable materials. Web space

dedicated to the distribution of such materials, and other resources and information deemed appropriate by the Student Publications Committee shall be maintained by the Chair, or a designated Committee member.

3. The student Publications Committee shall meet upon request of the Committee Chair.
  - a. A quorum shall consist of 3/5 of the voting members and must have both faculty and student representation—a minimum of two faculty members (other than the Committee Chair) and one student.
  - b. Items of business shall be approved by simple majority vote of those present.
  - c. Members should be present to vote. Voting by e-mail will be permitted as long as it is received by the Committee Chair prior to the meeting.
  - d. An agenda shall be provided members one day prior to the meeting.
  - e. At least one meeting will be held per semester, with additional interview sessions held periodically as needed.

#### **Article IV: Advisors**

1. The advisor(s) of each student publication shall be appointed annually by the Provost from a list of qualified persons in the full-time faculty whose names have been submitted by the top editors of each student publication to provide general supervision and counsel in all matters pertaining to student publications. Faculty who serve or have served as advisors are ineligible for appointment as Chair of the Student Publications Committee for a period of two academic years after leaving their post as advisor.
2. The faculty advisor(s) will be responsible to:
  - a. Give editorial advice to student personnel on content and management of the publication in its regular cycles of production.
  - b. Provide specialized instruction in journalism, applicable to the Asbury campus and the highest standards of professional journalism, throughout the process of regular production.
  - c. Meet regularly with editors to provide encouragement and counsel.
  - d. Implement provisions of this Constitution.
  - e. Monitor and advise student editors and the student publication business managers on prudent use of its semester-by-semester budget allotments, including but not limited to the purchase, maintenance, and replacement of equipment needed for the efficient production of publications that reflect commitment to excellence. The advisor is also to see that the business managers (or designates) are properly submitting financial statements, as required, to the Student Publications Committee.
  - f. Recommend the withholding of content deemed unethical, libelous or an invasion of privacy until advice on such material has been obtained from the University attorney or approved media law specialist.
  - g. Upon continued difference of opinion with student editors over content or editorial policy, appeal such matters to the Student Publications Committee for review and recommendations.

**Article V: Editors**

1. The editors assume responsibility for the inclusion of all material printed.
2. Editors will be directly responsible to the advisor and ultimately to the Student Publications Committee for adherence to editorial criteria.
3. Editors will assume office at the beginning of fall semester. They will serve for one year or until their successors assume office.

**Article VI: Business Managers**

1. The business managers shall be responsible to the Student Publications Committee and the University business office through the Vice President for Business Affairs for adherence to established business policies.
2. The business manager shall submit a financial statement each semester for review by the Student Publications Committee. Business Managers will assume office at the beginning of fall semester. They will serve for one year or until their successors assume office.

**Article VII: Additional Publications**

1. The Student Publications Committee shall recommend the establishment of new publications on the basis of campus need and may authorize funding such publications on approval by the President's Cabinet.

**Article VIII: Bylaws**

1. Bylaws providing specific operational procedures shall be formulated as implementation of the principles of this constitution and shall be considered an integral part thereof.
2. Bylaws shall be approved by the Student Publications Committee and confirmed by the President's Cabinet.
3. Copies of the Constitution and Bylaws shall be made available electronically on the campus intranet; hardcopies shall be on file in the office of the V.P. for Student Development, as well as the currently presiding Chair of the Publications committee.

**Article IX: Rules of Order**

1. Robert's rules of order shall constitute the basis of parliamentary procedure in meetings of the Student Publications Committee.

**Article X: Amendments**

1. Amendments to the Student Publications Constitution shall require a 2/3 vote of the Student Publications Committee and confirmation by the President's Cabinet.
2. A copy of the proposed amendment shall be given to each member of the Student Publications Committee one week prior to the vote.

## STUDENT PUBLICATIONS BYLAWS

### **Article I: Authorized Publications and Functions**

1. Asburian, the yearbook, is intended to provide a comprehensive and permanent record of the school year, representing a balanced perspective of the campus community.
2. The Collegian, the newspaper, covers weekly news and editorial comment pertinent to its readers.
3. The Asbury Review, a periodic literary magazine, provides a forum for students to publish creative writing and visual artworks, and to sponsor literary readings.

### **Article II: Publications Staff**

1. The Editor-in-Chief, Managing Editor, and Business Manager for each publication will be interviewed and appointed annually by the Student Publication Committee no later than the eleventh week of the Spring semester. Applicants for other funded positions shall be interviewed by the Committee, or by a designated subcommittee consisting of faculty and student representatives.
2. Editors, business managers, and the Student Publications Committee Chair shall assume office at the beginning of the fall semester.
3. Editors-and business managers-elect shall serve as in-service trainees for the balance of the semester in which they are elected.
4. Vacancies that occur shall be filled by normal selection procedures.

### **Article III: Eligibility**

1. Applications for the elected positions shall be open to all students and shall be made to the Student Publications Committee Chair. Applicants for editor positions shall include a statement of the candidate's qualifications and philosophy of publications.
2. Candidates for leadership positions shall have a minimum grade point average of 2.75.
3. Further requirements for eligibility are the following:
  - a. Candidates for editors of student publications, especially Collegian and Asburian Editors, shall have suitable prior publications experience. All student publication candidates shall have taken or shall be taking writing courses appropriate to the respective publication, unless the Committee for Student Publications approves equivalency for exceptional experience or training.
  - b. Candidates for business manager of student publications shall have prior business experience or business education.

### **Article IV: The Asbury Collegian**

1. Functions of The Collegian

The Collegian is a weekly publication funded by student comprehensive fees and advertising. It is an extracurricular activity that allows any full-time student the opportunity to learn about and participate in newspaper production. Such production provides valuable experience in publications leadership at various levels, including idea-formation/ research, newsgathering, writing, editing, graphics design, photojournalism, and page-production.

## 2. Purpose and responsibility

The Collegian is a campus publication run by students, providing a medium through which students, faculty and staff can be kept informed of campus events, issues and ideas and those off-campus situations or ideas which pertain to the campus or to Christians within higher education's communities. The staff, under guidance of the faculty advisors and indirectly through the Student Publications Committee, reserve the right to assign articles and choose what is appropriate for publication in the newspaper consistent with the principles of the Asbury community mentioned in the Preamble to the Student Publications Constitution.

The Asbury Collegian, consistent with the best professional principles in the American journalistic tradition, acknowledges the value and responsibility of a community to inform itself through a knowledge or, and understanding of, current events, and the policies and procedures under which that community operates. The Collegian, to the best of the ability of student journalists, seeks to provide the campus community with accurate, pertinent and timely facts, also providing student editors and readers an opportunity for commentary on those facts within the bounds of ethical judgment and Christian love.

## 3. Job Description of Staff members

### a. Executive Editor

- i. Be in charge of total content, appearance and production
- ii. Develop overall policies and standards.
- iii. Develop the most effective pattern of organization for editorial staff.
- iv. Be responsible to answer questions concerning policy, standards and organization.
- v. Recruit, train, and supervise editorial staff.
- vi. Co-sign purchase requisitions.
- vii. Be a member of the Student Publications Committee.
- viii. Voting member of Student-Faculty Council, attend meetings.
- ix. Be a member of Student Activities Board.
- x. Call and preside over staff meetings, the editorial board, annual banquets, etc.
- xi. Help managing editor assign photos and stories to section editors.
- xii. Coordinate updates of publication hardware and software.

### b. Managing Editor

- i. Implement decisions made by editor.
- ii. Take main responsibility to assign photos and stories and set deadlines for their completion.
- iii. Work with section editors in collecting and editing final copy.
- iv. Work with editor on special issues.
- v. Work with the photography staff in selecting photos for each issue.
- vi. Ensure supplies for production.
- vii. Be in charge of clipping articles for KIPA Conference from each issue.

- viii. Be in charge of mailing articles to KIPA and making arrangements for KIPA – inviting quests, reserving van, hotel, etc.
- c. Business Manager
    - i. Collect and deposit money from advertisers.
    - ii. Pay all bills.
    - iii. Co-sign purchase requisitions.
    - iv. Maintain accounts of income and expenditures.
    - v. Submit financial statement once a semester to the Student Publications Committee.
    - vi. Prepare a monthly statement for the editor.
    - vii. Circulate newspapers through the mail.
    - viii. Maintain a petty cash system.
    - ix. Act in the capacity of advertising manager, fulfilling all functions of that position, should an advertising manager not be selected in a given year.
  - d. Advertising Manager
    - i. Assemble and coordinate advertising staff.
    - ii. Supervise all solicitation and layout of ads.
    - iii. Maintain files on all advertisers.
    - iv. Inform the editor of the size of all ads Monday morning of each publication week.
    - v. Collect and organize past issues by date.
  - e. News Editor
    - i. Assemble the news staff, including divisional reporters.
    - ii. Assign and coordinate news copy.
    - iii. Collect and edit news copy; the editor has final approval.
    - iv. Assign all news photographs or illustrations.
    - v. Develop the layout for news pages; the managing editor has final approval.
    - vi. Manage the computer files and desktop.
    - vii. Help coordinate relations, field questions from sources and readers.
  - f. Feature Editor
    - i. Assemble feature staff.
    - ii. Assign and coordinate feature articles/ cartoons.
    - iii. Work with editor on coordinating special issues.
    - iv. Collect and edit feature copy; the editor has final approval.
    - v. Develop layout for feature pages; managing editor has final approval.
    - vi. Manage computer files and desktop.
    - vii. Help coordinate relations, field questions from sources and readers.
  - g. Sports Editor
    - i. Assign and coordinate sports coverage, including stories and photographs.
    - ii. Collect and edit sports copy; the editor has final approval.

- iii. Develop layout for sports pages; managing editor has final approval.
  - iv. Manage computer files and desktop.
  - v. Help coordinate relations, field questions from sources and readers.
- h. Photo Editor
- i. Assemble and coordinate photography staff.
  - ii. Get photo assignment from the editor a week in advance.
  - iii. Assign photographers to take pictures or to take them personally.
  - iv. Make contact sheets of photos to give to sectional editors on Monday.
  - v. Develop photos according to sizes specified by the newspaper layout.
  - vi. Help staff crop photos to fit
- i. Flexibility with Regard to New Positions
- i. The editor and managing editor will decide the responsibilities and duties of any new staff members who are added.
  - ii. New staff positions may be opened at any time upon the recommendation of the editor when a definite need is sensed for such a position.
  - iii. Because of the rapidly changing journalism profession, and the strengths and weaknesses of different groups of students, the Publications Committee may add, delete, or modify Collegian positions from one semester to the next.
- j. Staff Writers
- i. A person generally attains staff writer status after three or more of his/her articles have been published in the *Collegian*.
  - ii. The editor may ask someone if he/she would like to be considered a staff writer, therefore being automatically available to be called on to write articles.
- k. Faculty Advisor
- i. Serves as overseer.
  - ii. Helps in the planning of each issue.
  - iii. Is present at executive staff meetings.
  - iv. Provides leadership and perspective of professional media quality in writing, editing, page design and photography.
  - v. Serves as a member of the Student Publications Committee.
4. Leadership Scholarships
- a. Leadership scholarships, which are added to any financial aid and listed on the student account, are determined every year by the Publications Committee.
  - b. Advisor may see fit, with guidance from the Publications Committee, and working within established Financial Aid Guidelines, to match new positions to any unused scholarship lines.
5. Guidelines for Submitting an Article to *The Collegian*
- a. Deadlines



- i. Managing Editor is to set deadlines for Section Editors and Copy Editors, and writers must adhere to those deadlines to ensure adequate time is given for editing and layout.
- b. Assigned Articles
  - i. The section editors, along with the editor-in-chief and managing editor, will decide what articles will appear in an upcoming edition.
  - ii. Section editors will assign articles pertinent to their sections, assigning guest writers, or writing those articles themselves if necessary.
  - iii. Section editors are responsible for management of their staff of section writers as to their fact-gathering, writing approaches, use of graphics as illustration, and maintenance of the writing-deadline schedule.
  - iv. Articles submitted for publication should be typed on computers in the software appropriate to *Collegian* equipment. The story should be given to the appropriate section editor along with a back-up printing copy. Section editors, whose responsibility it is to put submitted work in usable form, reserve the right to withhold publication of articles submitted that violate these guidelines.
  - v. The editors of the *Collegian*, through advice of the faculty advisor, reserve the right to edit, delay or withhold publication of articles, photos, graphics, or letters to the editor, either solicited or unsolicited, based on taste, the best journalistic professionalism, ethics, and the standards of Article IV and preamble of the Bylaws of this constitution.
- c. Unassigned Articles
  - i. Frequently students or faculty will wish to submit something for publication in the *Collegian* (notice of an upcoming event, a personal opinion piece, a news article related to a committee they are on.)
  - ii. In such instances the individual needs to contact the editor personally, through phone or by mail, at least a week before the issue in which he or she needs the information printed. The editor reserves the right to refuse such a request on grounds of content, relevancy or available space.
  - iii. Generally, however, the editor is happy to work with the person. The same deadlines and typing procedures apply to them as well. As in the case of all articles, The *Collegian* staff has the right to edit and copy and shorten it if necessary.
- d. Submitting Advertisements
  - i. If someone needs to be advertised in The *Collegian*, the advertiser needs to contact the ad manager.
  - ii. Ad sizes vary and can be specified by the advertiser.
  - iii. Campus groups receive a 50-percent discount on all advertisements. Any campus group can receive a free listing for an event if the group submits information to the community calendar according to the specifications outlined in the *Collegian*.

- iv. The advertiser will need to supply the ad manager with all the information needed to be put in the ad and to be as specific as possible about the desired layout.
- v. If the ad is paid for, it must be put in the paper weekly until the obligation is met.
- vi. It is the responsibility of the submitting advertiser to adhere to the publication deadlines for advertisements in *The Collegian*.
- vii. The editors of *The Collegian*, through the advice of the faculty adviser, reserve the right to deny the submitted advertisement of any person, business, or organization, which to deems to be in poor taste of in violation of the best journalistic professionalism, ethics, and the standards of Article IV of the Bylaws and the Preamble of the constitution.

## **Article V: Asburian**

1. Purpose and Function of *The Asburian*
  - a. *The Asburian* serves as a yearly record of events occurring in the University life affecting students, faculty and administrators.
  - b. *The Asburian* is a student campus publication funded by the student comprehensive fees, which provide students interested in photography and design an opportunity to direct the publication. The staff and advisor reserve the right to choose what is appropriate for publication.
2. Organization and Duties of Staff Members
  - a. Editor-in-Chief
    - i. Plans and organizes book and staff
    - ii. Teaches all staff members skills in producing a page.
    - iii. Oversees all aspects of producing the book – planning, determining theme, cover, section design, business matters, photography.
    - iv. Responsible for creating and completing the introduction and conclusion sections of the book.
    - v. Edits all pages.
    - vi. Checks proofs.
    - vii. Follow timetable in Section 4.
    - viii. Member of Student Activities Board.
    - ix. Voting member of Student Activities Board.
    - x. Member of the Student Publications Committee.
    - xi. Call and preside over staff and editorial meetings.
    - xii. Contact and preside over staff and editorial meetings.
    - xiii. Keeps periodic contact with representative from publishing and faculty Advisor about development of the book.
  - b. Managing Editor
    - i. Present at all required meetings.
    - ii. Helps plan each week's meetings.
    - iii. Responsible for all publicity- reminder notes, posters for portrait appointments, etc.

- iv. Section editor for one section.
  - v. Helps in decisions concerning theme, cover, division pages and section design.
  - vi. Oversees all computer programming.
  - viii. Edits all final copy, captions and headlines in computer.
  - ix. Works on introduction with editor.
  - x. Organizes and supervises the initial and retake photo sessions for class portrait with designated photographer.
  - xi. Responsible for the completion of the yearbook after graduation.
- c. Business Manager
- i. Present at all required meetings.
  - ii. Develops budget and is responsible for all appeals.
  - iii. Coordinates staff to aid in raising money through advertisements.
  - iv. Responsible for designing and completing all ad pages.
  - v. Meets with photo editor weekly to monitor supply level, check records with receipts.
  - vi. Responsible for submitting financial statement to the Student Publications Committee within the first month of the Fall semester, and the last month of the Spring semester.
  - vii. Periodically takes bids for publishing companies and portrait photographers.
- d. Photo Editor(s)
- i. Present at all meetings.
  - ii. Responsible for taking ~~or~~ delegating picture assignments for all aspects of the yearbook.
  - iii. Responsible for editing, cropping and organizing image files to be used.
  - iv. Assesses supply needs for camera equipment and makes this known to the editor. Obtains permission from editor and advisor before purchasing anything.
  - v. Meet with photographers separately on a weekly basis to delegate picture assignments. All this should be recorded.
  - vi. Photos are to be uploaded by the next meeting.
- e. Faculty Advisor
- i. Serves as overseer.
  - ii. Helps in the planning of the book.
  - iii. Present at executive staff meetings.
  - iv. Signs to approve any money being spent.
  - v. Checks all pages before going to print.
  - vi. Checks digital proofs online.
  - vii. Sees that the Business Manager makes required reports to the Student Publications Committee.
  - viii. Member of Student Publications Committee.

- f. Section Editors
    - i. Meet with editor 15 minutes before regular meeting to receive instructions to relay to their section.
    - ii. Required to be at weekly meetings.
    - iii. Make sure that section pages are being completed on time.
    - iv. Check all pages before forwarding them to editor.
  
  - g. Staff
    - i. Present at all required meetings.
    - ii. Commit at least one hour per week to complete their pages of help with other related activities.
    - iii. Responsible for completing their assigned pages on designated deadlines.
    - iv. Help in setting up portrait appointments, passing out yearbooks, and other yearbook projects.
    - v. Sell ½ page worth of ads per year.
  
  - h. Photographers
    - i. All applicants will be given a trial assignment to show their abilities, and will be required to make available those files to the Photo Editor for critique.
    - ii. Check in with photo editor once a week to receive photo assignments.
    - iii. All assignments must be completed within one week, unless otherwise instructed.
    - iv. Should always be on the lookout for pictures that need to be taken or events that should be covered for the year.
    - v. Sell ½ page worth of ads per year
3. Leadership Scholarships
- The editor-in-chief, managing editor, business manager and photo editor(s) receive scholarships which are added to any financial aid and listed on the student account.
4. Tentative Timetable for Executive Editor
- a. Spring term prior to next year's book
    - i. Review budget and make any necessary changes.
    - ii. Meet individually with people in current staff positions.
    - iii. Brainstorm about themes, cover and changes you want to make in your book with new staff.
    - iv. Meet with publishing company representative to discuss new programs they have implemented as well as your budget and contract.
    - v. Find out when yearbooks will arrive in the fall.
    - vi. Find out if the company or you will be sending out the senior books.
    - vii. Get a list of returning seniors so their books won't be mailed out.

viii. Find out status of existing equipment. You might need to allocate money for this in budget or appeal for more.

b. Summer

- i. Finalize budget.
- ii. Take home idea books and other material you want to review.
- iii. Keep a notebook of ideas about theme, section design, staff meetings and structure.
- iv. Keep in touch with new staff.
- v. Plan initial meetings which emphasize training, organization and brainstorming.

c. Fall

- i. Meet with advisor and executive staff (managing editor, business manager, and photo editor)
- ii. Contact publishing company representative. Ask:
  1. When books should arrive.
  2. If the Editors' kit you received was complete.
  3. For a meeting with the advisor and executive staff, which will be held before you meet with the executive staff.
- iii. Should have received a package from the designated photographer for class portraits with a letter giving dates and explaining procedures. Call to check on arrangements. Check portrait section.
- iv. Request that the Physical Plant contact you when books are in and determine where they will be stored upon arrival.
- v. Straighten and organize yearbook office.
- vi. Go through desk drawers, stored files and bills, so that you are familiar with what to expect and where things are.
- vii. The Registrar's Office should send a list of the presently enrolled student body.
- viii. Should have a list of last year's student body on the office.
- ix. Compile a list of student enrolled for the entire previous year but who did not return for the current year. They are to be sent a yearbook. Ask registrar's Office for the list.
- x. From the Dean's Office get a list of faculty and staff, so they can be contacted for pictures. This is also to use for reference in the faculty section.

5. Meeting Structure

- a. Entire staff (except those who are exclusively photographers) meets bi-weekly for at least one hour.
- b. Section editors meet with editor 15 minutes before the regular meeting to receive instructions and announcements, which they can then relay to their section.

- c. Photographers should check in weekly at a specified time with the photo editor. At this time they will receive their assignments, pick up and deposit film, and all of this will be recorded.
- d. Executive staff includes advisor, editor, managing editor, business manager and photo editor, and should meet once a week to discuss business problems, ideas, themes and progress.

**Article VI: The *Asbury Review***

1. Purpose and function.

The purpose of the *Asbury Review* is to publish creative writing and visual artwork done by students, and to sponsor literary readings. By so doing, the Review seeks to encourage the arts at Asbury University and to initiate dialogue within the campus community through those media.

2. Organization of the *Asbury Review*

- a. The Review's advisor, appointed according to Article II of the Constitution, will be responsible for advising the editor and staff as detailed in Article IV of the Constitution.
- b. The Editor of the Review will be interviewed and appointed by the Student Publications Committee.
- c. The Advisor and Editor shall be voting members of the Student Publications Committee.
- d. A separate student fee allocation shall be given for the *Asbury Review*.
- e. The Review shall keep its own records, and will be responsible to the Student Publication Committee and the University Business Office for adherence to established business policies.

**Article VII: Amendments**

- 1. Amendments to the Bylaws shall require a majority vote of the Student Publications Committee and shall be confirmed by the President's Cabinet.
- 2. A copy of the proposed amendment shall be given to each member of the Student Publications Committee one week prior to the vote.