

Last Reviewed April 2, 2015

- I. Title, Purpose, and Mission
 - A. This constitution shall serve for the TCU-funded, student-run organization known as *The Zamboni*.
 - B. *The Zamboni* shall serve firstly as a publication that publishes intentionally funny, humorous, goofy, parody, satirical, silly, or entertaining content.
 - C. The Zamboni shall also serve as a free forum and sandbox for artists, writers, humorists, satirists, and comedians to develop humorous or experimental content and media that may not be confined to published form.
 - D. Types of content published include, but are not limited to: fake news, satirical long-form, articles, essays, videos, letters, art, poems, plays, works of short fiction, comics, political cartoons, music videos, installation pieces, doctored photos, and any other project that may be based on a new media that does not exist at the time of this constitution's ratification.
 - E. The mission of the Zamboni is to provide a route for written humor and satire on campus and allow students to experiment with the growth of and their development within the art form, written or otherwise, without harm to that student or others.
 - F. The Zamboni will also serve to help develop humor content for other groups and encourage collaboration within and outside of The Zamboni.

- II. Publication and Meetings
 - A. The Zamboni will produce its eponymous magazine, *The Zamboni*, at least twice each semester.
 - i. The length and format of each issue shall be determined by the Editor-in-Chief and be contingent on the approved TCU budget.
 - ii. The date on which each issue shall be released will be based on current Media Advisory Board (MAB) scheduling practices
 - B. In addition to printing and distributing copies of *The Zamboni* on campus, The Zamboni will also publish content digitally.
 - C. In addition to eponymous issues, *The Zamboni* reserves the right to print under false names in parody or in special issue releases. In all of these cases, The Zamboni must acknowledge its affiliation with this project publicly and/or within the parody.
 - D. Meetings to discuss issue themes, review pieces, brainstorm, and collect articles will be held weekly throughout the semester.
 - i. The Editor-in-Chief shall determine date and times of meetings.
 - ii. The Editorial Board may call additional meetings for administrative purposes or layout.

III. Non-Publication Ventures

- A. The Zamboni will also have the freedom to be involved in any venture of comedy not limited to being publishable.
- B. The Zamboni will help develop work and act as an experimental “sandbox” for ideas, an open forum for comedy, and safe space for new ideas in humor.
- C. Due to The Zamboni’s completely open membership nature, should anyone be interested in developing a humor project, The Zamboni will facilitate that project and help develop the artist’s work.
 - i. It is up to the original creator whether that work is to be showcased publicly by The Zamboni.
 - ii. Should a project be developed with The Zamboni, the original creator holds all rights to the project and may do with it what they choose, with credit given to The Zamboni, and the Zamboni may showcase that project with the original creator’s consent.
- D. The Zamboni shall aim to diminish as many obstacles as possible in the pursuit of a creative aim, regardless of medium.

IV. Membership

- A. Membership to The Zamboni is open and has no cap on the number of members who can join. There is no application or audition process to be a member of The Zamboni, and amount of time committed to “The Boni” is up to an individual member’s desires.
- B. Anyone who has attended at least one meeting during the year or submitted at least one article shall be considered a **Staff Member** of the Zamboni
- C. Anyone who has attended at least two meetings and (a) has had at least one article published by The Zamboni OR (b) has assisted with the production of an issue shall be considered a **Staff Writer** of the Zamboni.
- D. The Zamboni shall not prevent any student from being a member—nor shall it prevent any work from being published—based on race, gender, religion, or sexual orientation, in compliance with the university’s non-discrimination policy.
- E. The Zamboni will accept any content from Tufts students, non-students, alumni, faculty, staff, or anyone else. The Zamboni will accept content from literally anyone or anything so long as it is original work from the contributor. This person will be considered a **Contributor** to the Zamboni.
 - i. The decision to publish submitted content falls at the discretion of the Editorial Board.

V. Editorial and Executive Board

- A. The Zamboni’s Executive Board shall consist of the Editor-in-Chief, Managing Editor, Creative Director, Digital Manager, Editor-at-Large, and Public Relations Director.
- B. The Zamboni Executive Board will be in charge of decisions regarding The Zamboni the group and The Zamboni the publication. The Editor-in-Chief shall

chair the Executive Board and have ultimate authority on Executive Board decisions.

- C. The Zamboni Editorial Board shall consist of The Zamboni Executive Board and any member of the Zamboni that takes on an editorial role.
 - i. The Editorial Board will be chaired by the Editor-in-Chief who shall be the arbiter of all final decisions regarding the Editorial Board and its duties.
- D. The Zamboni shall accept submissions from any person or thing. The decision to print that material rests in review of the Editorial Board with final decision from the Editor-in-Chief. The Zamboni will not discriminate or prevent any person, animal, mineral, or vegetable from submitting content based on race, gender, religion, sexuality, or other aspect of identity, in compliance with the university's non-discrimination policy.
- E. Should the Editorial Board or Executive Board disagree on decisions and processes, the final decision shall be made by the Editor-in-Chief.
- F. It is the responsibility of the Editorial Board to oversee all content produced by The Zamboni and ensure that content falls within the Zamboni's mission.

VI. Positions, Elections, and Impeachments

- A. There shall be six different elected positions available: the Editor-in-Chief, the Managing Editor, the Creative Director, the Digital Manager, Public Relations Director, and Editor-at-Large.
 - i. There shall be as few as one but no more than two Editors-in-Chief. It is recommended that there only be one Editor-in-Chief.
 - ii. There may be as few as one but no more than two Managing Editors.
 - iii. There may be as few as zero but no more than two Creative Directors.
 - iv. There may be as few as zero but no more than three integers between 0 and 2.
 - v. There may be as few as zero but no more than two Digital Managers
 - vi. There may be as few as zero but no more than three Public Relations Directors
 - vii. There shall be equal infinities between integers according to Cantor's uncountability proof, but varying sizes of infinity based on topological features of varying sets—that sets of real numbers cannot map one-to-one to sets of listable numbers (Diagonal Proof).
 - viii. There is no limit to the number of Editors-at-Large.
- B. If a position is not mentioned in the above five, at any time any member of the Zamboni may claim that position for themselves or be assigned it by a member of the editorial board.
 - i. This position will have no jurisdiction given to other officers of the Zamboni outlined in this constitution, but they may have responsibilities, though it is not required.
 - ii. At will, any member may declare themselves an officer of the Zamboni to outside parties, so long as they do not claim to be the Editor-in-Chief,

Managing Editor, Creative Director, Digital Manager, Public Relations Director, or Editor-at-large

- C. Every staff member of the Zamboni may refer to themselves as “President” of the Zamboni, though that position does not exist formally and never will. They will have no responsibilities and cannot use it on any official documents.
- D. Elections
 - i. Elections for Executive Board positions will be held toward the end of each academic year and serve for the full following academic year.
 - ii. Elections will be announced at least two weeks prior to the election itself, scheduled by the presiding Executive Board, and be open to all members of the Zamboni.
 - iii. Anyone interested in running for a position on the Executive Board may nominate themselves or be nominated by their peers. Nomination can happen verbally or through email correspondence, and may happen as close as the meeting of the election itself. A candidate may be nominated for as many positions as they or others would like.
 - iv. A candidate may “drop down” and run for a different position should they lose an election, but must voice that intention before the election itself. Any candidate may drop to run for any position “lower” than what they initially run for or are nominated for. The order of positions during elections shall be Editor-in-Chief, Managing Editor, Creative Director, Digital Manager, Public Relations Director, and then Editor-at-Large.
 - iv. In order to vote in a Zamboni election, the voter must be a Staff Member
 - v. In order to be eligible to run for an Executive Board position, the candidate must be a Staff Writer.
 - vi. In order to be eligible to run for the Editor-in-Chief position, the candidate must have previously served on the Executive Board.
 - vii. Elections will be decided by majority vote following candidate speech and discussion among staff.
 - viii. If a candidate runs unopposed, a $\frac{2}{3}$ -majority plebiscite is required.
- E. Should a vacancy arise in the position of Editor-in-Chief, it shall be filled by the Managing Editor. Should a vacancy arise in the position of managing editor it shall be filled by an Editor-at-Large with simple majority vote during a weekly meeting.
- F. Members of the graduating class of that academic year who are Managing Editors shall be known as Senior Managing Editors, while Editors-at-Large of the same class shall be known as Senior Editors, for the purposes of padding their resumes if they so choose.
- G. Anyone may add any position superlative to their title if they so choose at whim. Positions are vestigial and institutional and should be treated like the silly archanes that they are.

- H. For any elections, articles of impeachment, or amendments there is no minimum number of Staff Members required. All majorities shall be based on the number of Staff Members present at the meeting.
- I. Nominations, articles of impeachment, and amendments, but not votes, may be submitted to the Editor-in-Chief prior to the voting via e-mail. The Editor-in-Chief must be present for all voting procedures.
- J. Impeachments
 - i. If an issue arises in which impeachment of office is proposed, it must be seconded by a member of the executive board.
 - ii. Impeachments may be proposed in email or verbally at a meeting, and must be accompanied by a written article of impeachment.
 - iii. Notice of impeachment must be given at least two meetings prior to vote and the member called to impeach is given
 - iv. In calling for impeachment, a member must propose a replacement.
 - v. A member is impeached with a $\frac{2}{3}$ majority silent vote of all staff writers and executive board present at that meeting, including those who abstain. This means that an abstain
 - vi. Any member is allowed to abstain from vote though their presence at meeting will count toward total vote percentage.
- K. Any member of the executive board may step down from their position at any time.
 - i. Should the Editor-in-Chief step down and the role be vacant, the Managing Editor will fill the role of Editor-in-Chief.
 - ii. Should the Managing Editor role be vacant, an appointment will be made by the Editor-in-Chief to fill the role with a member of the existing Executive Board with majority vote approval by the staff.
 - iii. Should any other position on the Executive Board become vacant or an officer step down from their role, the Editor-in-Chief may appoint any staff writer to fill that role with majority vote approval by the staff.
 - iv. At any time during a position's vacancy or after a member of the Executive Board abdicates, any member of the staff may propose an alternative candidate for position. In that case, an interim election is held and position is filled by majority vote among Staff Writers.

VII. Powers and Responsibilities

A. Editor-in-Chief

- i. The Editor-in-Chief is The Zamboni's editorial leader, having final responsibility for all operations and policies.
- ii. The Editor-in-Chief heads all departments of The Zamboni and acts as the face of the organization and magazine, and is ultimately in charge of managing staff and Zamboni responsibilities.
- iii. The Editor-in-Chief shall be ultimately responsible for all issues involving the format and distribution of the issues, the publishing cycle, the times

of production and meetings, the editorial decisions of the editorial board, and the workings of the staff.

- iv. The Editor-in-Chief shall be required to be a signatory with the TCU Treasury and will represent The Zamboni within the Media Advocacy Board.
- v. The Editor-in-Chief is to work with the Managing Editor and Creative Director to organize and curate content.
- vi. The Editor-in-Chief shall lead each weekly meeting unless they cannot make the meeting in which case the Managing Editor will preside over the meeting.
- vii. The Editor-in-Chief shall work with the Managing Editor and Creative Directors to facilitate workshops for all staff.
- viii. The Editor-in-Chief shall work closely with the Managing Editor and Creative Director, and shall be responsible to work with the Executive Board and Zamboni Staff to organize and plan Zamboni projects.
- ix. The Editor-in-Chief shall work with the Digital Manager and Managing Editor in facilitating digital and web-only content. The Editor-in-Chief shall work with the Public Relations Director in facilitating marketing strategy and publicity.
- x. The Editorial Board may assign more roles to the Editor-in-Chief as they see fit.
- xi. The Editor-in-Chief may delegate editorial authority to the Managing Editor or Editor-at-Large as they see fit.
- xii. The Editor-in-Chief may delegate responsibilities or duties to any member of the Executive Board as they see fit.

B. Managing Editor

- i. The Managing Editor shall report to and assist the Editor-in-Chief in duties and responsibilities, and shall help oversee the operation and process of The Zamboni.
- ii. The Managing Editor shall take the role of Editor-in-Chief when the Editor-in-Chief is absent or the role is vacant.
- iii. The Managing Editor shall oversee layout and the production of each issue.
- iv. The Managing Editor shall work with the Editor-in-Chief and Creative Director in organizing and curating the theme and pieces for each issue.
- v. The Managing Editor shall work with the Editor-in-Chief and Digital Manager in curating and publishing digital-only content and web content.
- vi. The Managing Editor shall keep minutes of all meetings.
- vii. The Managing Editor shall help facilitate collaboration among the members of The Zamboni.
- viii. The Managing Editor shall have other duties and responsibilities as delegated by the Editor-in-Chief.

C. Creative Director

- i. The Creative Director shall be in charge of visual and physical layout of The Zamboni.
 - ii. The Creative Director shall work with the Editor-in-Chief and Managing Editor in overseeing visual development of The Zamboni (the magazine and the organization).
 - iii. The Creative Director shall act as arts and graphics editor.
 - iv. The Creative Director shall act as Art Director over each issue.
 - v. The Creative Director shall oversee the Art and Graphics Team.
 - vi. The Creative Director shall work directly with artists and media producers, and shall work with the Digital Manager in producing multimedia content.
 - vii. The Creative Director shall work with the Digital Manager and Public Relations Director in facilitating group advertising and publicity.
 - viii. The Creative Director shall have other duties and responsibilities as delegated by the Editor-in-Chief.
- D. Digital Manager
- i. The Digital Manager shall act as web editor over the Zamboni website.
 - ii. The Digital manager shall act as webmaster and sysadmin over the Zamboni's website, domain, host, and file storage system.
 - iii. The Digital Manager shall be in charge of cataloguing The Zamboni's issues, projects, and content.
 - iv. The Digital Manager shall manager the Zamboni's archives.
 - v. The Digital Manager shall oversee the Digital and Web Team.
 - vi. The Digital Manager shall work with the Editor-in-Chief and Managing Editor in overseeing digital-only content and publishing print issues to the web.
 - vii. The Digital Manager shall work with the Creative Director in assisting staff with multimedia projects.
 - viii. The Digital Manager shall have other duties and responsibilities as delegated by the Editor-in-Chief or Managing Editor.
- E. Public Relations Director
- i. The Public Relations Director shall manage the publicity and social media of The Zamboni.
 - ii. The Public Relations Director may work with the Editor-in-Chief, Creative Director, and Digital Manager in publicizing each issue of The Zamboni.
 - iii. The Public Relations Director shall oversee the Publicity Team.
 - iv. The Public Relations Director shall work with the Editor-in-Chief and Managing Editor during Zamboni recruitment and organizing the GIMs.
 - v. The Public Relations Director shall have other duties and responsibilities as delegated by the Editor-in-Chief or Managing Editor
- F. Editors-at-Large
- i. The Editors-at-Large shall take on editorial duties and responsibilities delegated by the Editor-in-Chief, Managing Editor, or Creative Director.

- ii. The Editors-at-Large shall work with staff writers in developing and editing content.
 - iii. All Editors-at-Large must produce at least one piece of content per semester and attend at least one layout meeting per issue.
 - iv. Editors-at-Large shall assist all other members of the Executive Board with their duties as per that officer's delegation.
 - v. Editors-at-Large shall assist the Managing Editor and Editor-in-Chief in editorial duties.
 - vi. Editors-at-Large shall have other duties and responsibilities as delegated by the Editor-in-Chief or Managing Editor.
- G. While these positions are delegated these responsibilities, any other responsibilities not outlined may be delegated at need by the Editor-in-Chief.
- H. Any responsibility not already delegated within this constitution may be taken by any member of staff on approval of the Editor-in-Chief, or may be delegated to any member of the Executive Board by the Editor-in-Chief.
- I. The Editor-in-Chief holds the right to delegate authority in their absence to the Managing Editors. The Editor-in-Chief and Managing Editors also hold the right to delegate responsibilities to other members of the executive board.
- J. Requirements of Positions
- i. At least one Managing Editor or Editor-in-Chief must be present at every layout.
 - ii. The Managing Editor, Creative Director, and Editor-in-Chief must be present at a majority of layout meetings.
 - iii. All members of the Executive Board must be present at a majority of meetings.
- K. If an officer does not fulfill their responsibilities to the point of group detriment, they may be placed on probation by the Executive Board by majority vote among Executive Board members.
- i. Should irresponsibility be found significant or for extended periods of time, they may be asked to step down or face impeachment as per article VI, Sections J and K.
 - ii. In each of these cases, they are allowed to state case in hearing with Executive Board and general staff, respectively.
 - iii. A simple majority vote among the Executive Board is needed to remove probation, and may be requested at any time by any member of the Executive Board.
 - iv. Probationary status and intent to place on probationary status shall only be known among the executive board unless the case reaches impeachment proceedings..

VIII. Editorial Guidelines and Plagiarism

- A. The Editorial Board is in charge of and responsible for all content that is produced by The Zamboni.

- B. The original creator or creators of work maintain ownership over their work and may repurpose that work to other ventures at personal whim.
- C. Once a piece is published by The Zamboni, the Zamboni may reprint it in “anniversary issues” or special issues or in any other form with consent of original creator.
- D. Plagiarism
 - i. If it is believed that a member submitted intentionally and significantly plagiarized work as their own *in non-parody* to The Zamboni, they will be called to meet with the Executive Board.
 - ii. Should a piece be decided significantly and intentionally plagiarized by The Zamboni Executive Board after the hearing, the infracted member will be placed on a permanent writing ban by The Zamboni, though they shall still be allowed to attend group meetings and assist with layout.
 - iii. A member found to have significantly plagiarized by the Executive Board may appeal their case to the general staff, in which case a 2/3 majority vote is needed to overturn the writing ban.

VII. Amendments and By-Laws

- A. An amendment to this constitution may be proposed by any Staff Member of The Zamboni verbally or through email. A 2/3-majority is required in order for the amendment to pass.
- B. All amendments must be approved by the Tufts Community Union Judiciary (TCUJ) as well before they can officially become part of this constitution.
- C. If necessary, group by-laws may be written or altered to clarify any part of the constitution or to define details of the organization not found in this constitution.

The Zamboni Appendix

This section is intentionally left empty due to our managing editor having recently gotten hers removed. We—and this constitution—stand in solidarity with her missing vestigial organ.