

The Constitution of Bandera High School Yearbook Publication

Article I: Organization's Name and Purpose

Section 1: Official Name

The official name of the organization shall be *The Bandera High School Yearbook Publication*

Section 2: Purpose

The purpose of Bandera High School Yearbook shall be to: publish, sell, and distribute one annual, *The Bulldog Yearbook* (hereafter known as "the yearbook").

Article II: Membership/Entry into the Class

Section 1: Organizational Membership Policies

The organization is open to all students of Bandera High School that meet the prerequisites of BCIS I and with teacher approval. Membership will be non-discriminatory (not limited by race, creed, color, sex, sexual orientation, physical disability, religion, or class).

Article III: Organizational Subdivisions

Section 1: The Business Board

The business board shall be responsible for all aspects of business. Specifically, the board's main responsibilities shall be to: solicit, process, and distribute orders; deposit revenue receipts; solicit advertising revenue. The business board shall consist of at least four members: Editor in Chief, Business Manager, Marketing Manager, and Advertising Manager.

The Editors-in-Chief's responsibilities are to:

- Serve as the official figurehead of the organization in all non-business related matters.
- Serve as the official liaison to the publishers.
- Plan the overall design of the yearbook especially the cover design, and the arrangement of pages.
- Originate thematic ideas to be presented through graphic, literary, and photographic means.
- Schedule specific deadlines in counsel with the publishers, advisor, and staff.
- Review all production materials prior to submission to the publishers, overseeing the quality of all production materials.
- Review all proofs returned from the publishers, overseeing the implementation of design ideas.
- Serve as the official representative of the organization.
- Serve as the official liaison to the Administration, student individuals and organizations, and the general public along with the advisor.
- Draft correspondences to outside and within staff sources with the advise of the advisor.
- Counsel with the Business Managers to ensure satisfactory quality and progress of the yearbook.
- Supervise staff-wide special events.

The Business Manager's responsibilities are to:

- Act with the Editor to organize fundraising and sales.

- Process and file all official business forms.
- Turn in and record deposits with the supervision of the advisor.

The Marketing Manager's responsibilities are to:

- Originate ideas and implement new strategies for book sales.
- Organize and execute mass-mailings to parents and students.
- Organize and oversee the distribution of books when received.

The Advertising Manager's responsibilities are to:

- Implement solicitation of advertisers for all publications of the organization by mailing and calling or personally visiting all prospective corporate advertisers.
- Keep and maintain a comprehensive file of advertisers for the layout staff.
- Keep and maintain a comprehensive archive of advertisers for future staffs.

The Layout Editors' responsibilities are to:

- Provide design and administrative support to the Editors-in-Chief.
- Originate thematic ideas to be presented through graphic, literary, and photographic means.
- Oversee the progress of all sections of the yearbook.
- Supervise the layout comp for new staff members.

Section 3: The Photography Board

- The photography board shall be responsible for taking pictures of all relevant campus events. The photography board shall consist of at least two elected members; Photography Editor and Assistant Photography Editor.
- The Photography Editor and the Assistant Photography Editor share the same responsibilities. The Photography Editor shall handle a majority of them, while the Assistant Photography Editor will handle the balance. The Photography Editor and Assistant Photography Editor responsibilities are to:
 - Maintain an ample supply of high quality pictures for the layout staff.
 - Assign photos to be taken by staff members and corresponding deadlines for them.
 - Maintain the availability of photographic equipment.
 - Supervise the photography comp for new staff members.