

Bandera High School Yearbook Constitution

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 an 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 either BIM 1 or Journalism 1, and 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, and 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 as follows:

- Serve as the official figurehead of the organization in all non-business related matters.
- Serve as the official liaison to the publishers.
- Plan overall design of the yearbook, especially the cover design, and the arrangement of pages.
- Originate thematic ideas to be presented thorough 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 correspondence to outside and within staff sources with the advice 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 as follows:

- 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 as follows:

- 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 as follows:

- 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.

Section 2: The Design Board

The Layout Editors' responsibilities are as follows:

- Provide design and administrative support to the Editors-in-Chief.
- Originate thematic ideas to be presented through graphic, literary, and photogenic 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 as follows:
 1. Maintain an ample supply of high quality pictures for the layout staff.
 2. Assign photos to be taken by staff members and corresponding deadlines for them.
 3. Maintain the availability of photographic equipment.
 4. Supervise the photography summer camp for the new staff members.