

## Forum for Undergraduate Student Editors Constitution

### **PREAMBLE**

We, the members of the Susquehanna University Chapter of the Forum for Undergraduate Student Editors (FUSE), establish this Constitution to govern the matters within our organization. Our organization was originally founded in 2003. This document was drafted in September 2014 in order to formally recognize the difference between the Susquehanna Chapter and FUSE National. In 2018, this document was revised to reflect the evolution and growth of the FUSE chapter at Susquehanna University.

### **ARTICLE I - IDENTIFICATION**

#### **Section 1 Name**

The name of this organization shall be the Forum for Undergraduate Student Editors, Susquehanna University Chapter. For the remainder of this constitution, the organization shall be referred to as FUSE, the nationally recognized acronym for our organization.

#### **Section 2 Affiliations**

FUSE, Susquehanna University Chapter is affiliated with FUSE National, which is a non-profit organization with a Board of Faculty Directors and elected student officers. Through FUSE National we are also affiliated with the individual FUSE chapters located on campuses across the country as well as the Council of Literary Magazines and Presses (CLMP). We will work with our affiliates throughout the year and have ongoing conversations regarding the state of undergraduate editing and publishing, as well as meet with them once a semester at the FUSE National Conference in November and the caucus at the Association of Writers and Writing Programs (AWP) Conference each spring (see Article II Section 4).

### **ARTICLE II - PURPOSE**

#### **Section 1 Purpose**

The purpose of this organization shall be to participate in the national network of undergraduate writers and editors by providing our undergraduates with information about jobs in editing and publishing, by fostering visionary literary magazine work, by acting as a clearinghouse for undergraduate writers and editors on our campus, and by providing tools for students to further their editing and writing endeavors. We will accomplish these goals through our weekly meetings (see Article VII), reviews, interviews, and conferences.

#### **Section 2 Reviews**

Reviews of other undergraduate publications will be produced throughout the year. The goal of these reviews is not to be creating pieces of criticism, but instead celebrate the work of student editors and writers nationwide, as well as encourage and reward excellence in literary magazine production. In meetings we will be exposing our members to what other undergraduate programs are producing through small group discussions. Members will be given the opportunity

to do a closer reading of each magazine by writing a review, which will then be edited by the Reviews Editor (see Article V, Section 3) and workshopped by other FUSE members, then finally published on the national website. These reviews will serve as samples of published professional writing that members can use to help them obtain employment opportunities during or after college, and they will also help members develop editing skills as they workshop each other's reviews.

### **Section 3 Interviews**

Interviews of publishing professionals associated with magazines, presses, and graduate program publications will be produced throughout the year. The goal of these interviews is to assist members in networking with possible future employers or higher educational programs as well as to teach undergraduates about the realities of working in professional publishing and editing. In meetings we will be exposing our members to what professionals are producing by looking at their websites and, if available, previous publications through small group discussions. Members will be given the opportunity to do further research on the professional or graduate organization and conduct an interview, which will then be edited by the Interviews Editor (see Article V, Section 4) and published on the national website.

### **Section 4 Conferences**

Representatives from the FUSE Susquehanna Chapter will be sent to conferences throughout the school year in order to network with other undergraduate students and professionals, learn more about the editing and publishing community, and encourage other schools to create FUSE chapters or assign a FUSE representative. Members will be offered the opportunity to attend at least one conference per semester, the National FUSE Conference in the fall and AWP in the spring. The amount of students sent to these conferences will depend on the costs and available budget. If more members wish to attend than our organization can afford to send, the Conference Coordinator (see Article V, Section 8) will develop an application for members to complete. The Faculty Adviser will review the applications and make the final decision regarding attendance of the conferences.

## **ARTICLE III - MEMBERSHIP**

### **Section 1 Membership**

Membership to the FUSE Susquehanna Chapter is open to any registered students of Susquehanna University regardless of major, minor, academic year, religion, national or ethnic origin, gender, age, sexual orientation, or physical ability. All members are requested to attend scheduled meetings and to actively participate in the advancement of FUSE, either through discussions or the production of reviews and interviews.

## **ARTICLE IV - MEMBERSHIP FEES**

### **Section 1 Dues**

No member shall be charged any monetary dues to be considered an active member of FUSE

Our network is built upon an inclusive environment, and will not limit membership in any way.

### **Section 2 Conference Fees**

While our goal is to prevent members from having to pay out of pocket for conferences (excluding meals), there may be extenuating circumstances where members are asked to contribute to costs. Under these circumstances, if a member cannot or will not contribute they may be ineligible from conference attendance, unless they have made an appeal to the Faculty Adviser and organized alternate provisions.

### **Section 3 Conference Contracts**

Before each conference, members who plan on attending will sign a contract that acknowledges that club funds are being used to cover their conference costs and if they are unable to attend the conference after registering all accrued costs for that individual will be charged to their student account at Susquehanna University. In case of emergency situations, an appeal may be made to the Faculty Adviser to waive these fees.

## **ARTICLE V - EXECUTIVE COMMITTEE**

### **Section 1 Officer Eligibility and General Expectations**

In order to be elected to the FUSE Susquehanna Executive Committee a member must have attended at least ten General Meetings (see Article VII, Section 1) over the last academic year. Each member of the Executive Committee is expected to attend at least one additional meeting each week in order to gather as an Executive Committee and may be expected to organize other meetings for special projects throughout the semester. They are expected to attend every General Meeting throughout the semester. If something prevents them from attending any General or Executive Committee meetings they are expected to inform the rest of the Executive Committee prior to the meeting.

### **Section 2 Director**

The Director's main purpose in our organization is to run both the General and Executive Committee meetings and act as the main liaison between the club and the Faculty Adviser, as well as the FUSE National President. As this liaison they are expected to be checking in regularly with the other Executive Committee members in order to stay aware of all club activities and offer their support for various projects, including attending as many Organized Activities that they are able to. They will coordinate guest speakers throughout the semester, including but not limited to on campus publications, faculty members, and guests hosted by the university. The Director may also be asked to assist the Faculty Adviser in arranging practicum opportunities within the organization.

### **Section 2 Junior Director**

The Junior Director's main purpose is to assist the Director and Executive Committee with a variety of tasks that may not fall under a specific Executive Committee member's position description. The Junior Director is expected to run any meetings the Director is unable to attend.

In the case of the Director either being removed from office (Article V, Section 10) or resigning (Article VI, Section 2) the Junior Director will also become the Interim Director until a new Director can be elected at the next General Meeting.

### **Section 3     Reviews Editor**

The Reviews Editor's main jobs are to contact other schools about collecting magazines for the chapter to review and coordinate those reviews. The latter task may involve organizing Review Fairs in order to present the magazines to the club, communicating with members about the status of reviews, running workshops to peer edit the submitted reviews, copy-editing the reviews, and posting the final product on the FUSE National website.

### **Section 4     Interviews Editor**

The Interviews Editor's main jobs are to contact professional magazines, presses, and graduate programs about finding people for the chapter to interview and coordinate those interviews. The latter task may involve organizing Interview Fairs in order to present the magazines/contacts to the club, communicating with members about the status of interviews, running workshops to peer edit the submitted interviews, copy-editing the interviews, and posting the final product on the FUSE National website.

### **Section 5     Secretary**

The Secretary must attend all General and Executive Committee meetings in order to take minutes documenting what happened in the meeting and what needs to be done before the next one, or else find an alternative member of the Executive Committee to take minutes in their stead. They must then send the minutes out to the most up-to-date mailing lists each week in a timely fashion, at least two days before the next meeting. The Secretary may also be asked to send out additional announcements to the rest of the club or to communicate with other clubs we may be working with for a particular event.

### **Section 6     Treasurer**

The main three tasks of the Treasurer are to draft a budget proposal with the Director and Faculty Adviser each spring to present to SGA, keep track of all club funds throughout the semester, and to coordinate fundraisers. They are encouraged but not required to have at least bi-weekly meetings in order to discuss fundraising ideas and are also to encourage membership involvement in the planning process of all fundraisers.

### **Section 7     Public Relations Chair**

The Public Relations Chair's main tasks are to create general promotional materials for FUSE, create advertisements for all Organized Activities, and manage the FUSE social media accounts. They are also encouraged to work with the Treasurer in order to help plan fundraisers and other types of Organize Activities.

### **Section 8     Conference Coordinator**

The Conference Coordinator will work with the Faculty Adviser and Treasurer in order to plan the chapter's involvement at various conferences throughout the year. This job may include but

is not limited to being in communication with the host school of a conference, finding hotel rooms or alternative housing, finding plane tickets or organizing other ways of transportation, drafting the Conference Contracts (Article IV, Section 3), keeping the club informed regarding important dates such as when proposals or applications are due, and so on.

### **Section 10 Removal from Office**

Any active club member is able to begin impeachment proceedings. First a petition for the impeachment must be signed by half the membership and brought to the Faculty Adviser and Executive Committee. During the meeting following the presentation of the petition, the Director and Faculty Adviser (provided neither are the member in question, in which case the Second Officer would assist in the proceedings) must hold a vote regarding the proposed impeachment. A two-third majority of the general membership is required to remove an officer. The empty position will then be filled during an election held in the following meeting. Grounds for impeachment include, but are not limited to: misconduct discrediting FUSE, violation of the organization's constitution or bylaws, or failure to perform assigned duties.

## **ARTICLE VI - ELECTIONS**

### **Section 1 Procedure**

Elections for the Executive Committee of FUSE shall be held annually in March or April, with those elected assuming office the following August for a term of one year. Nominations will be made during a general meeting and those who accept their nomination will be given until the following meeting to write a speech or create a presentation for why they deserve the position. The nominees will then be put to a vote by both general members and Executive Committee, although the Faculty Adviser may elect to abstain. If there is no majority then a runoff shall be held between the top two finishers. If a runoff election ends in a tie, the winner shall be chosen by a majority vote of the outgoing Executive Committee. The newly elected Executive Committee will then be expected to shadow their position for the remainder of the semester and organize at least one one-on-one meeting in order to discuss expectations of their position.

### **Section 2 Resignation**

An officer may resign by organizing a private meeting with the Faculty Adviser and a formal notice of resignation to the Executive Committee. A replacement should be nominated by the Faculty Adviser and resigning officer, with the final decision being made by the General Members through a majority vote during their first meeting following notice of the resignation.

## **ARTICLE VII - MEETINGS**

### **Section 1 General Meetings**

The Susquehanna FUSE chapter will host weekly meetings, every Wednesday at 4:15 PM in Fisher throughout each semester. The format of these meetings may vary from week to week and can consist of, but are not limited to: reviews or interviews fairs, workshops, special guests, planning events, or discussion.

## **Section 2     Executive Committee Meetings**

Executive Committee Meetings should be held on a weekly basis at whatever time is deemed most suitable by the current Executive Committee. These meetings are used to assist the Director in planning weekly General Meetings and to check in with all Executive Committee Members regarding their various responsibilities.

## **Section 3     Organized Activities**

Organized Activities include any activities run by the Susquehanna FUSE chapter outside of General Meetings. These activities can consist of, but are not limited to: the annual ice-cream social, open mic nights, movie nights, Genre Wars, and so on.

# **ARTICLE VIII - ADVISER**

## **Section 1     Selection**

Upon the creating of this Constitution, the FUSE Faculty Adviser is Catherine Dent, associate professor in the Department of Creative Writing at Susquehanna University. In the case that she resigns from this position, her replacement must be ratified by two-thirds of the current general membership and the Constitution must be amended to reflect this change. While it is preferred that the adviser is a member of the English or Creative Writing faculty, this is not a requirement for the position.

## **Section 2     Responsibilities**

While the exact level of involvement will be decided between the current Faculty Adviser and Executive Committee, there are some basic responsibilities the Faculty Adviser is expected to fulfill. The adviser is not obligated to attend any General Meetings or Executive Committee Meetings, but they should be in communication with the Director and the Executive Committee regarding the chapter's current plans, goals, and activities. The adviser is also expected to accompany students to the FUSE National and AWP conferences each year, unless outlying circumstances prevent this from being possible. Above all, the adviser is expected to support the Director in the management of the organization through any combination of individual meetings, e-mail correspondences, acting as a liaison between the Executive Committee and the Provost, or whatever form of support is decided upon between the current Director and the Faculty Adviser.

# **ARTICLE X - AMENDMENTS**

## **Section 1     Proposal and Ratification**

Amendments to the constitution and bylaws of FUSE, Susquehanna Chapter may be proposed to the Executive Committee by either an officer or a general member and must be ratified by two-thirds of the Committee. Following this vote, it must then be brought to the general members and receive a majority vote.

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*Director, Signature*

*Date*

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*Faculty Adviser, Signature*

*Date*

***Officers' Signatures:***

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