

Fidelity Yearbook By-Laws

DATE: April 29, 2020

Article I. Name

The name of this organization shall be Fidelity Yearbook

Article II. Purpose

The Fidelity Yearbook, serving the Mansfield Independent School District, is committed to creating a yearbook each year. The organization accomplishes its mission by classwork done by the Fidelity Yearbook staff.

Article III. Membership

A. Members:

1. The members of this organization shall be currently enrolled students of Yearbook 1, 2, or 3 at Lake Ridge High School.
2. Members are selected through an application process by the yearbook adviser.

B. Privileges and Responsibilities of Membership:

1. Voting: Each member is entitled to one vote
2. Privileges: Each member shall be entitled to all services of the organization
3. Participation: Each member shall be entitled to participate in all organizational events
4. Responsibilities: Each member shall attend Lake Ridge events for photographs and create yearbook pages for deadlines.

Article IV. Membership Meetings

A. The business meetings of the membership will be held monthly. Notification of this meeting shall be made 1 week prior to said meeting.

B. The Editor-in-Chief of the organization may call other meetings for members or Officers only.

C. Quorum: At all meetings of the organization, a quorum shall consist of the members. (quorum = one half + 1)

Article V. Officers

A. Titles:

Fidelity Yearbook may have the following officers elected from the current membership:

1. Editors-in-Chief
2. Photo Editors
3. Copy Editors
4. Design Editors
5. Business Managers
6. Staff Managers
7. Secretary
8. Treasurer
9. Adviser
10. Others as needed

B. Qualifications:

1. The Editor-in-Chief shall have been appointed to the organization and serve during the current school year.
2. The other officers must be current members of the organization.

C. Duties of Officers:

1. The Editors-in-Chief shall preside at all meetings and be responsible for appointing all standing, special, and ad-hoc committees and shall perform such other duties as usually required of this office. The Editor-in-Chief of the organization shall be an ex-officio member of all committees.
2. The Photo Editors shall manage photo organization, photo assignments, and all things related to publishing photos in the yearbook.
3. The Copy Editors shall manage copy organization, story assignments, and all things related to publishing names and all copy in the yearbook.
4. The Design Editors shall manage senior tributes and all the design pieces of the yearbook to make sure staff members design using rules established in class.
5. The Business Managers shall manage yearbook sales and marketing, contest submissions, as well as all finance and budget responsibilities of the organization.
6. The Staff Manager shall manage staff morale/celebrations, as well as staff and campus communications including social media posts via Twitter, Facebook, Instagram, The Nest app, etc. Adviser must approve all posts prior.
7. The Secretary shall keep minutes.
8. The Treasurer shall work with Business Manager and Adviser to keep documentation of all expenses and deposits.

9. The Adviser shall be in charge of the creation and operation of the entire yearbook and its finances.

10. All officers may sign PO requisition forms and meeting minutes.

D. Terms of Office:

1. Officers shall be appointed annually in the spring by the adviser. Each officer shall take office in June and serve a one-year term and may be re-elected consecutively to the same office for an additional one-year term.

E. Vacancies and Removal

1. A vacancy in the office of the Editor-in-Chief shall be filled by the Assistant Editor or other Editor-in-Chief, unless he or she is unable to serve, at which time the vacancy shall be filled by the adviser. A vacancy in the office of the Assistant Editor shall be left vacant with the Editor-in-Chief delegating the duties of that position.

2. Any officer, including the Editor-in-Chief, may be removed from office or suspended from office by the adviser. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard with sufficient notice of the proposed removal or suspension. The person under consideration shall not be counted in determining the presence of a quorum not whether the required two-thirds vote has been obtained. Upon a vote of removal or suspension of the Editor-in-Chief, the Assistant Editor or other Editor-in-Chief shall preside at the meeting.

Article VI. Committees

A. The President, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required in the by-laws, as he or she finds necessary. Committee Chairpersons shall be appointed by and responsible to the President.

B. A vacancy in a Committee Chairperson position shall be filled by appointment of the President of the organization with input from the outgoing Committee Chairperson.

Article VII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.

Article VIII. District Policies

This organization shall abide by all applicable policies instituted by the Mansfield Independent School District.

Article IX. Amendments

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.

Article X. Scholarships (*Not MISD Multi-Scholarship*)

In order to offer a scholarship, the organization must have clearly defined criteria for the scholarship, including the amount of the scholarship, selection criteria, and the method of the award. In addition, the membership must record in their minutes the approval of the scholarship nominee and amount to be awarded.

Campus Scholarship Review Committee

Each campus with student groups that award scholarships will convene a Campus Scholarship Review Committee.

Members:

Students enrolled in Yearbook 1, 2, and 3 courses in 2020-2021 school year.

Purpose:

The Student Scholarship Committee is composed of campus leaders and tasked to ensure that scholarship recommendations from student groups are fair and comply with the bylaws of the student organization.

Process:

1. Any student group that offers a scholarship must have:
 - a. A clearly defined criteria for the scholarship spelled out in their bylaws
 - b. meeting minutes that clearly establish the scholarship nominees, amount of the scholarship, and a vote approving the scholarship in accordance with the organization's bylaws
2. A copy of the bylaws and meeting minutes will be given to the campus bookkeeper.
3. Bookkeeper will contact committee chair to request a meeting.
4. Committee will meet to review bylaws and minutes
5. If bylaws were followed and minutes reflect an accurate recommendation, the Student Scholarship committee will approve the scholarship.

- a. If the bylaws were not followed, or do not exist, the committee will not grant the request
- b. If there are no minutes, or the minutes reflect the student organization did not follow the bylaws, the committee will not grant the request.

***It is recommended that a due date for scholarship recommendations be set by the principal or principal's designee on each campus in order to limit the number of required committee meetings.

Process adopted August 1, 2017.

Fidelity Yearbook Core Staff Members, 2020-2021:

Editors-in-Chief: Audrey Wilson & Christine Vo

Photo Editors: Alicia Mares & Avery Saldivar

Copy Editors: Brianna Pham & Sarah Cole

Staff Manager: Erika Mitchell

Business Manager: Karsen Kohler

President: Audrey Wilson

Vice President: Christine Vo

Treasurer: Alicia Mares

Secretary: Karsen Koehler