

Kaleidoscope

- Article I: Name
 The name of the annual Middlebury College yearbook will be called Kaleidoscope.
- Article II: Purpose
 The purpose of the Kaleidoscope will be to provide Middlebury College with a book recalling the full spectrum of Middlebury life - people, places, happenings -and representing the senior class in particular. Thee book will be issued in the fall.
- Article III: Membership
 Membership is open to all undergraduates of Middlebury College.
- Article IV: Offices
 The organization of the Kaleidoscope shall consist of an editorial board and appropriate staffs. All officers must be Middlebury College students. The Editor-in-chief must not be a freshman but all other positions are unqualified with respect to class.
 The Editorial Board is decided by the Editor-in-chief with consideration given to the staff members' prior commitment to the yearbook and their interests. There are no mandatory positions within the structure under the Editor-in-chief. Past example on the Editorial Board are as follows:
- Editor-in-chief:
 Acts as coordinator of the yearbook.
 - Photography Editor:
 Works with the darkroom manager and the photo staff as well as coordinates with the Editor and layout staff.
 - Section Editors:
 The organization of the layout editors are often divided into the sections of the book.
 - Senior Editor:
 Responsible for the senior portrait section and the collection of the photos from the seniors.
 - Business Manager:
 The liaison between the Kaleidoscope and the Finance Committee.
 Responsible for organizing, collecting, reporting, and managing all revenue and accounts.
 - Faculty Advisor
 - Publishing Representative
- Article V: Elections
 Both the Editor-in-chief and the Business Manager are appointed positions. The Editor-in-chief is chosen through an application process by the current Editor-in-chief and the Faculty Advisor. The next year's Editor is to be chosen by March 15 of the year before they inherit the official office. Each Editor-in-chief is responsible for appointing his/her own Business

Manager. This position should be appointed during the spring of the year before they inherit the official office.

Article VI: Meetings

Meetings shall take place with the staff as often as necessary and are dependent upon the deadlines set by the publishing house. The publishing deadlines are coordinated with individual deadlines set by staff editors and/or the Editor-in-chief. The Faculty Advisor, Editor-in-chief, and the Publishing Representative meet at least once a month and are available to meet at any other time. The Editor-in-chief and the Business Manager should meet at least once a week. The Editor-in-chief should be in constant contact with the rest of the staff.

Article VII: Committees

There is no precedent for committees within the structure of the offices for the yearbook. If it is necessary to appoint temporary committees, the members of the committees will come from staff members and will be appointed by the Editor-in-chief.

Article VIII. Faculty Advisor

The membership recommends a member of faculty/staff to advise the Kaleidoscope.

Article IX. Affiliations

The Middlebury College yearbook is a client of Jostens, Inc. and therefore has indirect affiliations with other regional college yearbook organizations.

Article X. Ratification

- A. The constitution must be ratified by two-thirds majority of the membership.
- B. The constitution must be approved by the SGA Constitution Committee.

Article XI. Amendment

- A. An amendment of the constitution must be ratified by two-thirds majority of the membership.
- B. An amendment to the constitution must be approved by the SGA Constitution Committee.

Approved: November 1971

Edited and approved: Spring 1999