

**CONSTITUTION OF
OUTBREATH: All Short Story Magazine**

ARTICLE I. NAME

SECTION 1. The name of this publication will be “Outbreath”.

SECTION 2. The sub-title will be “All Short Story Magazine”.

ARTICLE II. PURPOSE

SECTION 1. To provide an outlet for student short story writers.

SECTION 2. To celebrate the genre of the short story by having a magazine dedicated to it which includes discussion and works of the genre.

SECTION 3. To promote relations of faculty and students by printing works of both in each issue.

SECTION 4. To promote student’s interest in play writing by including one-act plays in the magazine.

SECTION 5. To introduce great authors to students by re-printing works of famed and talented short-story writers.

SECTION 6. To provide experience for students interested in magazine production including, editorial, publicity, lay-out, etc.

ARTICLE III. FORMAT

SECTION 1. Each issue of Outbreath shall include student stories, a story from a selected Tufts Professor, a reprint of a published non-Tufts author, a one-act play and a letter from the editor(s).

SECTION 2. The magazine will only print short stories and one-act plays.

SECTION 3. The magazine will print 5-10 student works per issue

- A. Length and amount of stories published will depend upon length and amount of accepted submissions by the Editorial Committee in agreement with the Managing Editor and Lay-Out Editor.
- B. Authors may remain anonymous in the publication if so desired.
- C. Student submissions will go through the Reading process and will be chosen by the editorial staff. (see Selection of Submissions)

SECTION 4. The Managing Editor will choose and ask the selected Professor to be printed in each issue.

- A. The Managing Editor will ask for suggestions and opinions from the general staff on this issue.
- B. The Professor will be asked to give a short story or one-act play to be printed in the magazine and or a commentary on the genre of the short story, or play.

SECTION 5. The re-print will be chosen by the Managing Editor from suggestions of the general staff.

- A. The story will only be printed when permission is granted by copy right holder.
- B. The Managing Editor may choose to write in the Editor’s letter why the particular re-print was chosen.

SECTION 6. It will be the goal of each issue to publish one, one-act play.

- A. Preferably, the one-act will be a student written work, the next preference is that it is of a professor. It may be chosen as the re-print but not in consecutive issues.
- B. If no play is deemed printable by the Editorial Committee, then no play will be included in the issue.

SECTION 7. The photographs in the publication will be chosen by the Managing Editor, Associate Editor(s), and Art Editor(s).

- A. The single photograph submissions and the photo story (a series of images that tell a visual story) submissions will be collected by the Art Editor.
- B. All Artwork will be original work.
- C. In case of time-line issues or other un-foreseen reasons, the Art editor may use past, unpublished work by staff artists.
- D. Artwork will be solicited from the general Tufts Community for publication.

ARTICLE IV. PUBLICATION AND DISTRIBUTION

SECTION 1. Outbreath shall publish one issue per semester at a date determined by the Managing Editor and Associate Editor.

SECTION 2. The printer shall be chosen by the Managing, Associate and Design Editors and Treasurer.

SECTION 3. The amount of copies and the presentation of the magazine will be decided according to funds by the above mentioned.

SECTION 4. The magazine will be distributed on campus by the staff in campus approved places and manner.

SECTION 5. The magazine will be a free publication for students and staff of Tufts University and anybody else unless provisions are made by the staff and amended to this constitution to sell magazines to non-Tufts persons for the purpose of raising more funds for the existing or next issue.

ARTICLE V. SUBMISSIONS AND SELECTIONS

SECTION 1. Outbreath will accept for consideration any and all submissions of short stories and one-act plays from Tufts students.

- A. Submissions must be typed and have the authors name, phone number and email address written upon them.
- B. Staff of the magazine may decide to impose a word limit according to funds and size of issue. This limit will be on posters of submission.
- C. Submissions will be dropped off in a designated neutral place and will be picked up by the Managing Editor or somebody designated by him/her
- D. Electronic submissions are accepted via files sent to <outbreath@tufts.edu> or via <ase.tufts.edu/outbreath>.

SECTION 2. Outbreath will select submissions in the following manner;

- A. The Managing Editor will gather all submissions, remove names from them and catalogue them by number. ONLY the Managing Editor and possibly the Associate Editor will have access to names of authors until final selections have been made.
- B. The Webmaster will post the stories without the authors' names on the Outbreath website, <ase.tufts.edu/outbreath>. The submissions page will be a blind site, with the URL available only to the Readers on the selection committee.
- B. The Managing Editor will arrange submissions and reader sheets and leave them in a safe and accessible place for readers.
- C. Readers will read the submissions at their convenience during a designated block of time determined by the Managing Editor. They will read all submissions and each reader will fill out a form for each submission. These sheets will be placed in a designated place when filled out.
- D. Managing Editor will collect submissions and reader sheets and correlate information.
- E. Selection meetings will be attended by all readers. Any reader not attending selection meetings will have their sheet vote counted but as half a vote.
- F. Selection Meetings will be run by Managing Editor and Associate Editor. How many and when to have the meetings will be decided by the aforementioned.
- G. Submissions may be accepted in a few different manners.
 - i. Any submission receiving a unanimous vote to be printed as is will be accepted.
 - ii. Any submission receiving a 2/3 majority vote to print as is will be accepted.
 - iii. Submissions may be accepted with conditions of editing by a unanimous or majority vote and acceptance of this story will depend upon author's agreement.

SECTION 3. Submissions not accepted will be returned whenever possible.

SECTION 4. Managing Editor will determine the manner in which authors are notified of acceptance or non-acceptance. In ALL cases, the Managing Editor will provide a way for authors of unaccepted submissions to receive a letter or email with comments on the stories made in reader sheets or in selection meetings.

SECTION 5. Outbreath will check with other relevant publications about double submissions to prevent double printings.

ARTICLE VI. STAFF POSITIONS

SECTION 1. The Managing Editor

- A. Will oversee all components of the magazine
- B. Has power of all final decisions regarding publication of the magazine
- C. Chooses professor and re-print works after hearing and discussing ideas with the staff.
- D. In charge of Reader meetings and Selection meetings or may designate somebody for that position.
- E. In charge of compiling and collecting submissions unless somebody else is designated to do so.
- F. Will write editor's letter for each issue.

SECTION 2. Associate Editor

- A. There may or may not be an Associate Editor for each issue. This will be determined by 2/3 majority vote of the staff before elections of current issue
- B. Associate Editor's duties will involve contacting and dealing with the Printer and any other duties decided by the Managing Editor and staff before election.

SECTION 3. Art Editor

- A. Handles lay-out of magazine.
- B. Designs cover art (or designates somebody to do so)
- C. Decides on use of photography and artwork inside the magazine.
- D. Chooses members of Tufts Community to work on Production team.

SECTION 4. Treasurer

- A. In charge of all funds.
- B. Handles all dealings with all financial supporters.

SECTION 5. Publicity Manager is in charge of publicizing deadlines and meetings.

SECTION 6. Readers

- A. Read all submissions.
- B. Attend Readership meetings.
- C. Evaluate submissions by way of filling out Reader Forms.
- D. Attend all selection meetings.

SECTION 7. Webmaster

- A. Maintain the Outbreath website.
- B. Update the information on the website: including submissions posted and upcoming events.

SECTION 8. Conditional Editors are people who work with authors on submissions that have been accepted with conditions of revision. This will be any staff or at times an outside person that has been agreed upon by the Managing Editor and the Author.

SECTION 9. Proofers are any person who comes to proof read stories in the final stages.

ARTICLE VII. ELECTIONS AND VOTING MEMBERSHIP

SECTION 1. General membership applies to any student taking part in any aspect of the magazine (besides submitted authors) and all general members may vote so long as they fulfill the duties of their position and attend all general meetings for one semester.

SECTION 2. All elections will be held by ballot and will be won by majority except where noted as otherwise.

SECTION 3. Managing Editor is elected for one semester and may be re-elected as many times as he/she is a student at Tufts.

A. To be eligible to be elected as Managing Editor, person must have been an active staff member for one semester.

SECTION 4. Whether or not to have an Associate Editor will be determined by a staff vote.

A. Associate Editor must be accepted by the Managing Editor.

B. Associate Editor is elected for one semester and may be re-elected unlimited times.

SECTION 5. Treasurer is elected for one semester.

SECTION 6. Publicity Manager and Art Editor are elected for one semester (or one issue of magazine)

SECTION 7. Readers and Proofers are open to all who want to participate and attend meetings and perform duties of either or both positions.

SECTION 8. In the event of a tie the current editors will make the final decision.

ARTICLE VIII. IMPEACHMENT

SECTION 1. In order to impeach any elected staff member from an elected position a staff member must submit a written explanation for the action.

SECTION 2. 75% of the staff members must vote to remove the member in question from their position.

SECTION 3. The member in question will have an opportunity, before voting, to speak on their own behalf if they so choose.

SECTION 4. All impeachment votes will be taken by secret ballot.

ARTICLE IX. AMENDMENTS

SECTION 1. This constitution may be amended at any time by a 2/3 vote of the staff.

SECTION 2. Any staff member may propose an amendment.

SECTION 3. Managing Editor will hold meetings to discuss any proposed amendment.

SECTION 4. All amendments must be approved by the TCUJ.