

Student Zine Organization (SZO)

Article I – Name and Affiliation

i. Name

- a. The official name of this organization shall be the Student Zine Organization, known herein as the SZO.

ii. Affiliation

- b. The SZO is not affiliated with any national organization, it is local to the University Park Campus.

Article II – Mission Statement

- i. The mission of Student Zine Organization shall be to foster a community of student creatives, both current and former, from any and all Penn State campuses. In doing so, we dedicate ourselves to the production of “zines.” As we define it, a zine is a short-form, nonprofit publication devoted to specific subject matter that is of the interest of its constituents. We provide students in our organization education on the history of zines and their creation, as well as an opportunity to let their artistic voices be heard.

Article III – Membership

- i. Any Graduate or Undergraduate student at any Penn State Campus is eligible to join the SZO.
- ii. Any Graduate or Undergraduate student at Penn State University Park is eligible to attend in-person meetings and/or serve on the executive board of SZO.
- iii. An accurate listing of our members must be maintained on OrgCentral, with a minimum of 10 student members
- iv. Only University Park student members are eligible to hold officer positions, solicit funds, and vote. Faculty/Staff, Alumni, or Community members are not permitted to make decisions on behalf of the organization, solicit funds, or vote
- v. RSOs, following the University’s Non-Discrimination Policy will not discriminate membership based on any protected class outlined at PSU Policy AD91
- vi. **New Members and Recruitment**
 - a. All new members will be given full disclosure during recruitment, including but not limited to:
 - i. Schedule of Member Events and Activities
 - ii. An opportunity to sign-up for a contributor position in our upcoming publication
 - iii. An opportunity to have a free copy of current or prior publications
 - iv. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations

- b. All members reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
- c. All interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

iii. Non-Hazing Compliance Statement

- d. The SZO and The Pennsylvania State University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University.
- e. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, will be subject to disciplinary action by the University, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18. Pa. C.S. § 2801, et seq.
- f. Annually, the SZO will share the University Hazing Policy with the entire membership, prescribed by Policies and Rules for Student Organizations.

iv. Membership Conduct

- a. In the case of violations of constitution policies and/or a conflict between members, the highest-ranking officer not involved in the instance, with assistance from the RSO Advisor (and/or Student Leadership and Involvement staff), will facilitate a mediated conversation
- b. The mediation will occur outside of a normal RSO meeting; include opportunities for both parties to speak; allow facilitation of a resolution between members
- c. Membership may be removed if a member is found to violate any proceedings or fails to meet membership criteria outlined above
- d. If a member is at-risk of removal, the President will have a meeting with the Member to let them know of their at-risk status prior to removal and outline immediate and sustainable changes that must occur to maintain membership
- e. If a member fails to make the necessary changes, the executive board will vote on removal and the outcome will be shared with the member in question
- f. The officers shall take reasonable steps to maintain the confidentiality of non-public information shared by members in dispute resolution processes and membership removal proceedings. If an individual is removed from membership, the officers may advise the general membership that the individual is no longer a member of the organization
- g. Officer removal/replacement is outlined in the Officers section

Article IV – Officers

v. Executive Officers

- a. **PRESIDENT***
 - i. Presides over all executive and membership meetings

- ii. Always represent SZO and all members in the best way possible
- iii. Organizes meeting agendas and manages timeline
- iv. Makes final decisions in terms of voting, publication dates
- v. Facilitates interactions between advisor, faculty, staff, other organizations, and the community
- vi. Has access to official accounts and manages documents

b. EDITOR IN CHIEF*

- i. Assists the President in fulfilling the goals of the organization, a vice president-like position
- ii. Has final say, along with the president, in terms of layout design, piece inclusion, and other production choices
- iii. Responsible for curating works
- iv. Interim President in case of absence
- v. Has access to official accounts and manages documents

c. TREASURER

- i. Keep financial records updated and accurate
- ii. Balance SZO's financial transactions and all accounts with Penn State Associated Student Activities (ASA account)

d. EVENT PLANNER*

- i. Create and manage events on behalf of the organization
- ii. Works with staff and the university in the planning of events
- iii. Serves as a resource within the organization regarding event planning and marketing

e. SOCIAL MEDIA CHAIR*

- i. Responsible for designing graphics based on the scheduled meetings and events of the club, as well as providing accurate information on publications
- ii. Advertises on Social Media Pages in an official capacity
- iii. Takes photos and records of meetings and events

President, Editor in Chief, Social Media Chair, & Event Planner can be the same or different person. Someone could fill two roles, one, three, or all four. **However, the president and treasurer cannot be the same person.*

vi. Election of Officers

f. Term of Office

- i. Each Executive Officer position shall be elected once every academic year in the Spring Semester
- ii. The incoming officers shall serve from the Fall to Spring Semester of the following academic year

g. Election Procedure

- i. Elections are held in person in the spring semester and are conducted over an electronic form, open for x amount of days.
- ii. Previous executive members cannot reprise the same role as they held before, but can be candidates for other positions on the board if they are elected.

h. Officer Removal

- i. If an officer is at-risk of removal for violating organizational policies or culture, or a failure to complete their duties, the President and Advisor will have a meeting with the Officer to let them know of their at-risk status prior to removal and outline immediate and sustainable changes that must occur to maintain an officer position. If the President is the officer at-risk of removal, the next highest-ranking officer and advisor will meet with the President.
- ii. If the changes are not met or sustained and an officer needs to be removed, the Executive Leadership/Membership must have a discussion and vote
- iii. The highest-ranking officer and advisor will notify the officer immediately

i. Officer Replacement

- i. If an officer needs to step down, or has been removed outside of regular election time, the SZO Executive Board will appoint a replacement officer and hold a confirmation election to replace the officer, so that the voting body can also confirm or deny this candidate
- ii. If voted against by the member body, the executive board will nominate someone else and the process repeats until confirmation.

Article V – Operating Procedure

vii. Meetings

- a. A meeting of the OrgName shall be held no less than bi-monthly and no more than weekly.
- b. Adequate advance notice must be given to all student members, this will be done in the SZO group chat as an announcement and in social media posts
- c. One meeting a month must be dedicated to the production of the incoming zine issue

viii. Decision-Making Process

- a. The Executive Board shall put-to-vote any decisions being made concerning the general membership of the SZO to the membership and executive leaders.
- b. A Majority vote of all members present constitutes a passing vote

ix. Amending the Constitution and Bylaws

- a. Amendments to this document may be made at any time by a simple majority of the Executive Board. If the amendment is passed the executive board has 48 hours to communicate this decision to general members.
- b. The constitution will be reviewed annually
- c. Amendments must pass an affirmative vote following the Decision-Making process above and be presented to the entire membership
- d. All amendments must be submitted and approved by the Student Leadership & Involvement Office as an updated constitution to ensure compliance with university regulations
- e. Constitution Renewals are due to the Student Leadership & Involvement Office every 2 years but may be submitted sooner. Student Leadership & Involvement will contact RSO leadership at the time of renewal

Article VI – Advisors

x. Requirements of the Faculty/Staff Advisor

- a. The advisor must be a full-time faculty/staff member on the University Park Campus, selected by the Executive Board
- b. If our organization has a Co-Advisor, that advisor may be a University Park Campus faculty/staff member, or a current Graduate Assistant (GA) or Graduate Teaching Assistant (TA), or a Non-PSU Community member affiliated with your organization
- c. Co-Advisors are not required

xi. Duties of the Faculty/Staff Advisor

- d. The advisor shall be available to mentor the students in the general membership and assist them with procedures when necessary
- e. Advisors/Co-Advisors do not have voting rights
- f. Advisors/Co-Advisors may not conduct business on behalf of the organization
- g. Advisors/Co-Advisors are not required to attend meetings
- h. Advisors/Co-Advisors CANNOT contribute to zine publications, as they are representative of our students

Article VII – Financial Statement

xii. Finances

- a. All organizational funds will be deposited and handled exclusively through the Associated Student Activities (ASA) office in HUB 240
- b. The RSO will not have an off-campus bank account

xiii. Funding

- a. The OrgName will hold fundraisers at a minimum of once a semester to bring in additional funding to further our mission
- b. The OrgName will submit for UPAC (University Park Allocation Committee) funding at least 40 academic days in advance of any planned activities

Article VIII – Enabling Clause

- i. This Constitution was reviewed and ratified by the Executive Board on **September 16th, 2025** at a regular body meeting
- ii. The entire membership and Executive Board have reviewed and agree to this document

Additional Procedures

xiv. Regulations on Content Featured in Publications

- a. Any inclusion of media that violates Title XI clauses is not permitted
- b. Any inclusion of media that violates ethical free speech principles is not permitted
- c. Any inclusion of media that is discriminatory in nature is not permitted
- d. Any exclusion of media based on prejudice, is subject to re-evaluation and the executive board will hold an official meeting with whomever was responsible for that decision