BY LAWS of *The Midwest Quarterly*

Pittsburg State University

(Adopted April 2016)

I. NAME

a. This organization is named The Midwest Quarterly: A Journal of Contemporary Thought (herein referred to as "the Journal").
b. The Midwest Quarterly is a publication of Pittsburg State University (herein referred to as "the University").

II. GOVERNANCE

a. The Midwest Quarterly shall be governed by the By-Laws as set forth below (herein referred to as "By-Laws").
b. The Midwest Quarterly is governed by its Board of Editors and is not under the jurisdiction or control of any other agency, office, college, or academic department of the University.

III. PURPOSE

a. Mission Statement
    i. The Journal publishes peer-reviewed interdisciplinary articles, and poetry.
    ii. The objective of the editors of The Midwest Quarterly is to discover and publish scholarly articles dealing with a broad range of subjects of current interest. In no way competing with the more specialized Journals, The Midwest Quarterly seeks discussions of an analytical and speculative nature rather than heavily documented research studies.
    iii. The Journal seeks to participate in and further the research mission of the University. In support of this, the Board may seek advice and input from the Dean of Graduate and Continuing Studies as needed.
    iv. The poetry selected for publication by the Poetry Editor is selected by criteria and philosophy communicated in a statement by each incoming Poetry Editor published on the website and in the earliest print issue feasible after they begin to serve in that role.

IV. MEMBERSHIP

a. Journal members consist of a Board of Editors comprising: Editor-in-Chief, Poetry Editor, and Consulting Editors.
b. All editors are active or emeritus faculty of the University.
c. All current Editors are voting members of the Board.
d. The Journal will maintain a Board of no fewer than 7 permanent Editors.
e. Editors on temporary leave of absence from the University for any reason are considered current for voting and membership purposes.

i. If such leave exceeds a year, however, the Board may decide to nominate and elect a temporary replacement. In cases of retirement from active status the continued membership of emeritus faculty is subject to Board approval.
ii. A guest editor (Poetry or Editor-in-Chief) is not a voting member of the Board. The elected editors retain their vote.

f. Any editor or guest editor may be dismissed for good cause by majority vote of the full Board.
g. When a position becomes open, election will be as follows:
    i. When any Editor position becomes open, the Board will request statements of interest and nominations from the University community. Additionally, existing Board members may also apply to the Board for an open position of Editor-in-Chief.
    ii. New members may be elected by a majority of the Board after consideration of applications.
    iii. Consideration for the positions of Poetry Editor and Editor-in-Chief must take into account the particular qualifications necessary for these roles. In addition, the supervisor of a prospective Editor-in-Chief must approve the appointment due to workload compensation (see Vc below).

V. DUTIES

a. Any Board member may be asked to temporarily undertake the duties of another Board member as needed.
b. Duties of the Editor-in-Chief
    i. Oversee the selection and revision of articles for the Journal
    ii. Devise and oversee special issues of the Journal, with Board approval
    iii. Undertake final review of copy prior to printing and review and approve printer proofs of each issue
    iv. Oversee the printing and distribution of the Journal issues
    v. Create an Index for each volume of issues
    vi. Maintain the Journal's publication schedule (see Schedule, below)
    vii. Communicate with authors about submissions in a timely manner
    viii. Communicate with Poetry Editor about poetry submissions
    ix. Communicate with the Consulting Editors as needed about Journal matters
        1. Hold an annual general meeting (AGM) each Fall semester to report on the Journal's status and finances. This meeting may be held at another time in the event that the Editor-in-Chief is on leave for Fall.
        2. Bring matters to the Board of Editors for review and vote, as needed, in person or by email
    x. Appoint and supervise the Journal's Administrative Specialist

1. Oversee and sign time sheets
2. Conduct annual reappointment process as required by the University
3. Support in trainings as required by the University
4. Support in professional development as deemed necessary in support of the Journal and its mission

xi. Oversee the Journal's accounts and undertake such trainings as required by the University
    1. Liaise with the Provost on matters pertaining to the University's financial support of the Journal
    2. Liaise with the Business Office on matters pertaining to the Journal's accounts
    3. Matters can be discussed without a meeting of the Board as expedient, with the exception of matters that must be presented at the Annual General Meeting
    4. Present an annual budget request at the AGM for Board approval. The Board can amend the budget as needed during the year by request.
xii. Engage in long term vision projects that support the Journal's mission
xiii. Undertake advertising and outreach initiatives for the Journal
    1. Oversee the upkeep of the Journal's web page through University channels
    2. Vet any external advertising through the University Marketing team
    3. Ensure that advertising is not in breach of copyright
xiv. Oversee selection and appointment votes as Membership requires
xv. Oversee the maintenance of a roster of peer reviewers for Journal submissions
xvi. Oversee administration of existing and future awards and prizes, each governed by other documents:
    1. The James B. M. Schick Midwest Quarterly / Graduate Studies Best Essay award.
    2. The Stephen Meats Poetry Prize.
    3. The English program's Victor J. Emmet award. (This award is governed by gift requirements and is not a Midwest Quarterly sponsored award. However, it derives from articles published in the Journal.)

c. Compensation of the Editor-in-Chief
    i. The position of Editor-in-Chief is compensated by the University with a reduction in load: one 3 credit hour course per semester (Fall, Spring), totaling two a year. Summer is not compensated.

ii. The Editor-in-Chief receives no monetary compensation from the Journal.
iii. In exceptional circumstances only, the Board may approve a temporary compensation or honorarium for an Editor-in-Chief, a Poetry Editor, or a Guest Editor.

d. Duties of the Poetry Editor
    i. Oversee the selection and revision of poetry submissions to the Journal
    ii. Ensure that necessary author forms have been completed prior to publication according to the Journal schedule (see Schedule, below)
    iii. Submit poetry selections to the Editor-in-Chief following the schedule set for publication (see Schedule, below)
    iv. Solicit poetry for inclusion in special issues as needed
    v. Communicate all matters concerning poetry submissions to the Editor-in-Chief
    vi. Maintain a mailing list for poetry authors for each issue
    vii. Communicate with authors as requested by the Editor-in-Chief
e. Duties of the Consulting Editors
    i. Oversee the performance of the Editor-in-Chief and the Poetry Editor and discuss this performance annually at the AGM, reporting results to the Editor-in-Chief and the Poetry Editor respectively
    ii. Vote on matters of editorial policy, operational methods, and other matters as requested
    iii. Assist in the peer-review process by reading submissions as requested, and recommending readers from the University community as needed, and other activities to fulfill the Journal's mission
f. Duties of the Administrative Specialist
    i. Maintain hours of work and time sheets in accordance with the University appointment description and policies
    ii. Manage the Journal's accounts and pay bills
    iii. Review monthly Unit Account statements and bring these to the attention of the Editor-in-Chief
    iv. Process Journal orders and subscriptions
    v. Manage the Journal's email account and communicate with authors as needed
    vi. Manage the Journal's telephone communications
    vii. Maintain the current mailing list for each issue and process author copies of each issue
    viii. Communicate with the Editor-in-Chief on matters pertaining to the functioning of the Journal
    ix. Maintain an electronic record of all authors and titles published in the Journal

x. Maintain hard copies of author files and a filing system for records of submissions
xi. Register the copyright for each issue upon publication
xii. Undertake any required training or professional development deemed necessary to the position either by the University or by the Editor-in-Chief
xiii. Perform duties related to the successful functioning of the Journal as needed

VI. MEETINGS

a. The Editor-in-Chief will convene a general board meeting at least once annually in the fall semester. Notice of this annual meeting and its agenda will be sent by email at least three weeks prior to the meeting date, and is to include an opportunity for Board members to discuss performance of Editor-in-Chief and Poetry Editor.
b. Additional meetings of the board may be convened by any board member.
c. The board may form subcommittees as needed.

VII. VOTING

a. Any vote may be upheld by a quorum majority and may be conducted by email or in person, with the following exceptions which require a meeting of the board, a full majority of the Board to pass, and any proxy votes furnished in writing:
    i. A vote to dismiss any Board member, including any Editor
    ii. A vote to appoint an Editor-in-Chief
    iii. A vote to appoint a Poetry Editor
b. All votes are open unless any Board member requests a closed vote.

VIII. PUBLICATION SCHEDULES

a. The Journal shall publish each Volume in four issues as follows: Autumn issue (October); Winter issue (January); Spring issue (April); Summer issue and Volume index (July).
b. Volumes are numbered annually, beginning with Volume 1 (1959).
c. Any special issues will be included within the quarterly publication schedule.

IX. AMENDMENT TO BY-LAWS

a. These By-Laws may be amended by the following procedure:
    i. Any Editorial Board member may suggest a change to the By-Laws;
    ii. The Board member shall post the suggested change in writing to all Editorial Board members for consideration and discussion;
    iii. The Editorial Board shall elect to accept, deny, or modify the suggested change by an open majority vote.