



The Student Review Constitution

2011-2012

- I. General Purpose:
Mission statement: United, The Student Review will be comprised of currently enrolled students. We, as a joint team, will strive to provide and express accurate information for the student body concerning the College, current events, the students concerns as well as their interests.
- II. Goals:
- Unified Staff
 - Promote and report on all college and community happenings
 - Respect for all
 - Timeliness of all newspaper issues and deadlines
 - Develop qualified and responsible journalists
 - Have fun!
- III. Membership:
Students: All interested students are encouraged and welcomed to join The Student Review. They must have a passing grade in English 101, or have consent to write from the Editor-In-Chief. Students must have and maintain a minimum 2.0 to obtain any editor position.
- IV. The Positions that shall comprise *The Student Review* shall be as follows:
- Editor-In-Chief
 - Advertising Manager
 - Public Relations Director
 - Layout Manager
 - Copy Editor
 - Photo Editor
 - Sports Editor
 - Entertainment Editor
 - Features Editor
 - News Editor
 - Opinions Editor
 - Writers
- V. Election:
Editor-In-Chief shall be voted in every year, at the end of the school year, by the Editors and Staff.
- VI. Duration of Term:
The Editor-In-Chief shall hold office from the beginning of the fall semester to the end of spring semester.
- VII. General Rules:
- The Student Review shall follow and abide by the PSC Code of Conducts Handbook.
 - All Editors and Staff shall honor all set deadlines.
 - If a deadline can not be met, then the Staff member shall notify their Editor as soon as possible to discuss appropriate action.
 - The Student Review shall strive to uphold and honor the idea's set down in the Mission Statement at all times.

- All Editors and Staff will strive to foster an environment of mutual respect and camaraderie within the structure of the organization.
- All Editors will be available to their Staff Writers to answer any questions and/or concerns they might have. They will foster an open and welcome path of communication at all times during their term of office.

VIII. Deadlines:

- All deadlines shall be posted in the office in clear view of the entire Staff.
- The Staff and Editors shall observe two separate deadlines; both of which shall fall within three days of one another. The deadlines will be set as follows: All Staff will submit their articles to the Editor-in-Chief and Copy Editor on Sunday, no later than 3 p.m. prior to publication week. The Editors shall then submit their Staff's articles as well as their own on the Wednesday prior to publication week.
- Advertisements shall be due in on the Wednesday prior to publication week.
- The paper shall be published on a bi-weekly status with the exclusion of holidays and breaks.

IX. Meetings:

- The Staff and Editors shall attend MANDATORY meetings.
- These meeting times shall be decided at the beginning of each semester based on the availability of the Editors.
- Editors will be required to attend bi-weekly Editor's meetings with the EIC and Advisor on Wednesdays at 3 p.m. in order to discuss any departmental concerns. These meetings shall be held on the week of deadlines.
- Staff shall be required to attend bi-monthly meetings to be held on the weeks prior to deadline. This will give them time to discuss any concerns they may have regarding their positions.
- Each meeting shall have a certain time slot reserved for any announcements that the Advisor might want to make.
- Any Editor or Staff Writer who is not able to attend the meetings must let the EIC know in advance. Copy editor must have completed, or be enrolled in English 102 with having earned a minimum of 3.0 or higher in English 101 (3.0)

X. Finance:

- The Student Review shall be funded by a combination of advertisements as well as 20% of Students Activity Fees.
- The Budgets will be established with the Advisor and Editor-In-Chief.
- Approval of expenditures involving any of the newspaper funds will be made by the Editor-In-Chief.
- The rates for Advertising shall be approved at the beginning of each Editor-In-Chief's term of office.

XI. Approval of Amendments:

- The Editor-In-Chief shall review the Constitution and suggest any necessary amendments at the first meeting.
- All amendments shall be voted in by majority vote of the Editors.
- Any amendments can be suggested at the weekly Staff and Editors meetings.

- XII. Code of Ethics:
The Student Review will abide by the code set down by the Society of the Professional Journalist Code of Ethics. This code can be found in the Student Leadership Center. At the discretion of the Editor-In-Chief, this code can be deviated from, in special cases.
- XIII. Handling of Sensitive or Controversial Ethics:
The Editor-In-Chief shall have the final say on all materials printed. Therefore, should an Editor or Staff Writer submit an article that is of a sensitive or controversial matter, the EIC shall then discuss said article with the person responsible for it and either then suggest a way to make it less controversial or choose to print it.
- The Editor-In-Chief shall make sure to also inform the writer of any issues that might be associated with the article, such as the possibilities of libel, vulgarity, or obscenity, etc.
- XIV. Printing of Vulgar or Obscene Language:
The Student Review shall follow the guidelines set down in the Associated Press Style Book regarding the entry, “obscenities, profanities, vulgarities.” The guideline reads as follows: “Do not use them in stories unless they are part of the direct quotations and there is a compelling reason for them.” The Editor over that section shall judge each situation individually.
- XV. Grievance Procedure:
When a complaint is submitted from a member of our readership or from a source, the Editor over the section will discuss the complaint with the writer involved. If the Editor is convinced that the writer has misrepresented information in any manner, they shall request that the writer submit a correction to be run in the next issue.
- A writer shall not engage in violent or abusive language or behavior with a caller or a person in the office. If a matter escalates to the point of anger, the Staff Writer shall immediately refer the call to their Section Editor or the EIC.
- XVI. Deadlines:
A publication schedule will be decided and posted in and around the newspaper office the first week of the fall semester. Any modifications to the schedule shall be proposed to the Staff and Editors and, once agreed upon, shall be posted immediately.
- XVII. Letters to the Editor:
At the Editor’s discretion, letters to the Editor shall be printed, if they meet two qualifications:
1. The letter has been signed and the signature can be verified. (The names on the letter can be withheld upon request, if the writer can provide just cause such as the possibility of harassment or persecution.)
 2. The letter does not contain material that is libelous, obscene, substantially disruptive of the editorial process, or an invasion of privacy. A letter will not be considered for publication if it is a personal attach, of a frivolous nature or the Editor considers it to be unwise to print.

Priority will be given to those letters written by the students, faculty, and Staff of the college concerning current events.

The Student Review reserves the right to edit all letters and make any correction concerning grammar, punctuation, and style. The Editor, and only the Editor, has the final say on which letters will be printed, and the number to be printed in each issue. The Editor and Staff members shall not use the letters section as a forum for rebuttal, although concise clarifications or corrections of erroneous material can be made if necessary.

XVIII. Editorial and Staff Positions:

The position of Editor-In-Chief is voted on by the entire Staff and Editors and confirmed by the Advisor and the outgoing Editor-In-Chief. In case of a vacancy within the Editor's positions, the Editor-In-Chief shall solicit applicants to fill said vacancy, or may also appoint a person from the Staff or student body to fill the position. This shall be done with consultation of the Advisor.

In case of a vacancy in the Editor-In-Chief position, the Editors and Staff shall nominate any individuals that they feel suitable for the role. This person should be able to take on all the duties and responsibilities of EIC, and have a good understanding of what is expected of them. They shall be placed into office, by a majority vote.

Any problems that arise within the Staff shall be addressed by the Editor over that section of the paper first. If an appropriate solution can not be reached, then the issue shall be brought to the attention of the EIC, and they shall address the matter directly, with consultation from the Advisor. A corrective action shall be decided within a meeting held between the EIC, the Advisor, the Section Editor, and Staff member. If the action is violated in any manner, then the Editor-In-Chief shall have the authority to remove the person from the position.

Should the issue solely concern the Section Editor, then a meeting will be held between the Editor-In-Chief, the Section Editor and the Advisor. A plan of corrective action will be decided upon, and should it be violated, then the Editor-In-Chief shall have the right to remove that Editor from office.

Editors must submit bi-weekly reports to the EIC concerning what is going on within their sections and any ideas or concerns they might have. These reports can be given orally at the e-board meetings or, in the event that they are unable to attend the meeting, they must submit a written report to the EIC no later than the following afternoon.

Should an Editor or Staff Writer miss two meetings without excuse, they shall be placed on probation for a period of one month. During that time, they must attend all meetings, unless there is an emergency. After four unexcused absences, the Writer or Editor will receive notice that they no longer are in possession of their position. They shall have one meeting period in which to appear at a meeting with the EIC and Advisor or should they be a Writer, their Section Editor, EIC and Advisor. If that action is not completed they shall be permanently removed from their position.

XIX. Removal of the Editor-In-Chief:

A vote of no confidence by the majority of the Student Review and Staff is required to consider removal of the Editor-In-Chief. The Advisor shall review the vote and a plan of correction shall be developed. The Advisor shall then meet with the Editor-In-Chief to discuss the plan of correction to be taken, and if said plan is violated in any way, the Advisor, Editors, and Staff

shall then make a final review of the complaints and make a final decision on removal from office.

XX. Duties and Definition of Position:

The duties and responsibilities of each section of the paper shall be defined as follows:

Editor-In-Chief:

- Ultimately responsible for the entire staff of the Student Review. They shall consult with the Editorial Staff concerning any potentially controversial decisions, or those that affects the entire Staff, in addition to handling any day-to-day responsibilities that may arise. The EIC must also deal with any personnel matters that may arise.
- The EIC shall deal with any complaints registered against the Student Review.
- The EIC must attend a weekly meeting with the Advisor concerning Staff development.
- The EIC must be available to hold office hours for 10-12 hours a week. They must be available during that time to answer phone calls, open and reply to mail, discuss page and space requirements with the advertising manager and handle queries concerning the Student Review from any Staff or Editors.
- The Editor shall meet with the Editors and Staff on a weekly basis to discuss the upcoming issues, as well as go over the most recent publication.
- The Editor must be available to assist with layout, design and the overseeing of story editing.
- The Editor must be available to perform a final check of all pages and skim all articles before the draft is submitted to the printers.
- The Editor provides the final editing of a story for content and facts.
- The Editor is responsible for checking over the story assignments with the Section Editors to develop story ideas and to ensure there is no overlap in story content.
- They shall help plan all photo assignments.
- The Editor shall make all arrangements to cover any long-term stories with the consultation of the Advisor.
- The Editor is responsible for planning any monthly workshops or trips for the Staff. This shall be done in consultation with the Advisor.
- The Editor is responsible for ensuring the same standard of accuracy and proof in columns and editorials that must be met in news stories.
- The Editor must also develop an annual budget in consultation with the Advisor.

Copy Editor:

- Foremost responsible for reading over all of the articles. Must then edit each article for content, spelling, grammar, and facts.
- Responsible for answering all design questions in regards to holding a story or changing the length because of space requirements.
- They shall review and approve all headlines and cut-lines. Ensures accurate attribution to writers and photographers.
- Must be available to cover stories when Writers are not available.
- Available for three office hours a week.
- Be available for weekly newspaper meetings.
- Maintain accurate contact information.

Layout Editor:

- The Layout Editor is in charge of all visual aspects of the paper with the layout and design. Any re-design of the paper also goes through the Layout Editor.

- The Layout Editor shall decide the placement of any ads.
- Oversees and assists with drawing and computer design. Meets regularly with those assisting with the paper design.
- Available to work for a minimum of three hours a week.
- Available to attend weekly newspaper meetings.

Advertising Manager:

- Responsible for maintaining contact with all old and new advertisers.
- Responsible for generating new contacts.
- Works with the EIC on all financial issues.
- Available to work a minimum of three hours a week.
- Supplies tear sheets and billing to all advertisers.
- Notifies the layout personnel of any new requests for space.
- Maintains knowledge of all current ad rates as well as discounts.
- Informs EIC of any requests for discounted advertising or trade requests.
- Available to attend weekly meetings.

Photo Editor:

- Responsible for all photos that appear in each issue.
- Works in close contact with each Section Editor to plan photo assignments as well as carry out independent photo projects.
- Makes final decision on what photos are to be included in the issue.
- Must be available for layout.
- Must provide coverage for as many events as possible.
- Available for a minimum of three hours per week.
- Attend weekly paper meetings.

News Editor:

- The News Editor is responsible for all news coverage. This includes interviews with faculty and Staff, current events, and events around the school.
- Responsible for three to four articles per issue.
- Available for three hours a week minimum.
- Must attend all weekly paper meetings.

Features Editor:

- The Features Editor is responsible for all human interest stories. The Features section provides the lighter side or the long term look at things. They run more creative, unexpected and offbeat stories thereby providing flavor to the paper.
- Available for three hours a week.
- Responsible for three to four articles per issue.
- Must attend the weekly paper meetings.

Entertainment Editor:

- Responsible for coverage of arts, Entertainment and performance coverage including music, theater, movie restaurant and other reviews. Provides a preview of all art events, especially related to the campus.
- Available for three hours a week.
- Responsible for three to four articles per issue.
- Must attend weekly newspaper meetings.

Sports Editor:

- Responsible for all Sports coverage, both on and off campus. This shall include interviews with the coaches and athletes, as well as coverage of any athletic issues.
- Responsible for three to four articles per issue.
- Available for three hours a week.
- Must attend weekly paper meetings.

Opinions Editor:

- The Opinions Editor is responsible for all Opinions articles. These shall include political, social and light stories. Has preference on all editorials.
- Responsible for three to four articles per issue.
- Available for three hours a week.
- Must attend all weekly newspaper meetings.

PR Director:

- Responsible for all program planning and promoting of paper events.
- Meets with EIC and other Section Editors for brainstorming for events.
- Works with clubs for club collaboration.
- Available for three hours a week.
- Must attend weekly paper meetings.

Staff Writers:

- Submit a minimum of one article per issue.
- Obtain approval of all articles from Section Editors.
- Attend bi-weekly paper meetings.
- Works with Section Editors.
- Maintain deadline.