

# Constitution for Middlebury Campus Publications

## PREAMBLE

The Student Government Association (hereafter referred to as the SGA) provides legal backing and allots operating funds to The Middlebury Campus Publications but exercises no control over editorial content. The Editorial Board is responsible for the weekly publication of *The Middlebury Campus* newspaper.

## ARTICLE I: Name

The name of the organization shall be The Middlebury Campus Publications. The organization shall publish a weekly newspaper called *The Middlebury Campus* (hereafter referred to as *The Campus*) and a periodic magazine called “*ALSO: The Middlebury Campus Magazine*”.

## ARTICLE II: Purpose

The Middlebury Campus Publications consists of a weekly newspaper and a periodic magazine serving the Middlebury College community of students, faculty, staff and alumni. In this capacity they provide unbiased information on campus news and events, trends in collegiate life and acts as a forum for community opinion.

## ARTICLE III: Membership

Membership on the staff of Middlebury Campus Publications shall be open to all students of the College. Membership shall be non-discriminatory and shall be subject to the rules and regulations of the Editorial Board.

## ARTICLE IV: Officers

The leadership of *The Middlebury Campus* consists of the Executive Board and the Editorial Board. All officers must be Middlebury College students. The Executive Board consists of:

1. Editor-in-Chief
2. Managing Editor
3. Business Manager

The Executive Board shall oversee both *The Middlebury Campus* and ALSO in editorial and financial capacities. The Editorial Board, headed by the Editor-in-Chief, is responsible for the weekly publication of *The Campus*.

All members shall be entitled to one vote in matters of general business. All decisions reached concerning editorial and business matters should have unanimous approval of the Executive Board and are subject to a repeal by  $\frac{3}{4}$  of the Editorial Board.

Please see Appendix II for a complete description of this leadership structure and detailed descriptions of all positions.

## Article V: Elections

### Election of the Editor-in-Chief, Managing Editor and Business Manager

The Editorial Board shall, as a unit, interview each candidate for the positions (following a brief statement issued by the candidate), with the election determined by a simple majority vote. Each member of the Editorial Board shall cast one vote, and a  $\frac{2}{3}$  quorum must be present for the final vote to count. All positions must be elected by March 15<sup>th</sup>

A mid-year election (to be held in December) shall only be called if one or more of the Executive Board positions is/are challenged. This policy must be made clear to all Board members at the start of the production year in September.

### Election of the Editorial Board

Applications will be entertained and interviews will be conducted for section editors during the last week of the fall and spring terms, and the changing of the office shall be effective at the beginning of the next term. For appointments made for the spring term, the newly elected officers, along with the outgoing officers, shall participate in the production of *The Campus* during winter term. This participation shall serve as a training period. The new officers shall assume their full responsibilities at the beginning of the spring term. In addition to this partnership with outgoing editors, new editors will be required to attend certain training sessions as

deemed necessary by the Editor-in-Chief. For fall term positions, newly elected officers will take part in a training session organized and supervised by the Editor-in-Chief and Managing Editor at the start of that semester.

Members of the Editorial Board shall serve for one semester. They may upon completion run for office again through standard application and interview procedures. No one shall be allowed to continue in office without being re-approved by the Editor-in-chief or Managing Editor.

#### Replacement Process

If the Editor-in-Chief is unable to complete his/her term, the Managing Editor shall take over until the next regular elections. If a section editor is unable to complete his or her term, the Editor-in-Chief shall, in consultation with the relevant section editor, find a replacement. Where time permits, standard application, interview and election procedures shall take place.

#### Recall Process

If unfavorable reaction against the Editor-in-Chief is evident, complaints will be brought to the Editorial Board. Removal procedures will occur as follows:

1. The Editorial Board will decide whether the complaint provides just grounds for impeachment based on a 3/4 majority vote, with a 100% quorum necessary.
2. If the Editorial Board decides to pursue impeachment, they will ask the Editor-in-Chief to present a formal statement in his/her defense to the Editorial Board.
3. The Editorial Board will discuss the statement in the absence of the Editor-in-Chief, and then, following this discussion, will allow the Editor-in-Chief to defend him/herself.
4. After this, the Editor-in-Chief may be removed from office by a 3/4 vote of the Editorial Board with 100% quorum necessary. In the event that the Editor-in-Chief is removed from office, the Managing Editor shall assume the responsibilities of the Editor-in-Chief.

Procedure for the removal of the Managing Editor or Business Director is the same above. In the event that either the Managing Editor and/or Business Director is removed from office the Editor-in-Chief shall call a special election as soon as possible to fill the position.

The Editor-in-Chief shall have the authority to remove from office any member of the Editorial Staff, with the exception of the Managing Editor. The Business Director, in consultation with the Editor-in-Chief, shall have the authority to remove from office any member of the Business Board.

#### **Article VI: Meetings**

The Executive and Editorial Boards shall meet regularly once a week; these meetings are scheduled and led by the Editor-in-Chief. Section meetings shall be held at the discretion of the relevant section editors.

#### **Article VII: Committees**

No permanent committees exist, but any member of the Executive Board retains the power to create a standing committee should an appropriate need arise.

#### **Article VIII: Faculty Advisor**

The membership agrees to maintain an advisor from the faculty or staff, as required.

#### **Article IX: Affiliations**

Middlebury Campus Publications does not maintain any affiliations.

#### **Article X: Discrimination Policy**

This student organization operates in full accordance with Chapter Four, Section II, A of the Middlebury College Handbook concerning Student Organization Policies of Discrimination, Freedom of Association, Anti-Hazing, Freedom of Inquiry and Expression, Student Publication, Funding, Advertising, and Scheduling. Any and all changes made to the Student Organizations Policies section of the Middlebury College Handbook will immediately become policies adopted by Middlebury Campus Publications

**Article XI: Ratification**

- A. The constitution must be ratified by a two-third majority of the membership.
- B. The constitution must be approved by the Student Government Constitution Committee.

**Article XII: Amendment**

- A. The constitution must be amended by a two-third majority of the membership.
- B. The constitution must be approved by the Student Government Constitution Committee.

Approved May 1988

Revised: April 2002 by Gabriel Ortiz

Revised: March 2006 by Lindsay Russell

# APPENDIX I

## ALSO: THE MIDDLEBURY CAMPUS MAGAZINE

### ARTICLE I: Purpose

In order to further the endeavors of student journalists and artists, *The Middlebury Campus* will publish a magazine supplement entitled “*ALSO: the Middlebury Campus Magazine*” (hereafter referred to as “ALSO”).

### ARTICLE II: Organization

A separate magazine Editorial Board shall be responsible for the production of ALSO. This Editorial Board will be headed by the Magazine Editor, and its voting members shall consist of the Magazine Editor, Senior Editor and Magazine Associate Editor(s). The Magazine Editor and the Senior Editor shall refer to the Executive board of *The Middlebury Campus* for matters pertaining to editorial content and financial considerations. The Editor-in-Chief and Business Director of *The Middlebury Campus* shall agree to a comprehensive review midway through the magazine production cycle with the Magazine Editor and Senior Editor. The Executive Board shall then decide to proceed with production or defer production to a later date.

### ARTICLE III: Membership

Membership on the staff of ALSO shall be open to all students of the College. These students shall be subject to the rules and regulations of the Editorial Board of *The Middlebury Campus*.

### ARTICLE IV: Officers

The magazine’s leadership structure is comprised of the following Editorial Board:

#### Magazine Editor(s)

- Shall be ultimately responsible for magazine production and editing, and hold final authority among magazine staff.
- Shall be responsible for all editorial staff selection for ALSO.
- Shall provide organization, motivation and structure for the publication and for the editorial staff
- Shall be responsible for assigning specific responsibilities to individual associate editors.
- Shall act as the formal liaison between the Campus editorial board and the magazine editorial board.

#### Senior Editor(s)

- Shall assist the magazine editor in all aspects of the operation of the magazine.
- Shall help develop design plan for each issue and coordinate design production.
- May act as a secondary liaison between the Campus editorial board and the magazine editorial board.

#### Associate Editor(s)

- Shall be appointed by the Magazine Editor
- Shall generate article, feature and design ideas, as well as coordinate writers, photographers and artists.
- Shall attend all magazine meetings, and will contribute to lay-out and copy editing work on each issue.

Approved: March 2002 by Gabriel Ortiz

Revised: March 2006 by Lindsay Russell

Edited and approved as to form: April 10, 2006

## APPENDIX II

### DETAILS ON LEADERSHIP STRUCTURE FOR *THE CAMPUS*

#### THE EXECUTIVE BOARD

The elected and voting officers of the Executive Board shall be:

1. Editor-in-Chief

- Shall take complete responsibility for the production of the newspaper and will act in an advisory capacity to the Business Department.
- Shall suggest and entertain topics for editorials from the Editorial Board. The Editor in Chief shall, having received the recommendations of the Editorial Board, draft the editorial. Any member of the Editorial Board may call for a vote on a proposed editorial stance, and the stance of the staff editorial statement must be approved by a simple majority of the Board in order to be published.
- Shall be in charge of and have joint responsibility in conjunction with the Managing Editor for the staff selection process, according to the guidelines set forth in the College Handbook.
- Shall be responsible for informing incoming editors of their duties and responsibilities as outlined in the constitution and for delegating additional, reasonable responsibilities as deemed appropriate.
- Shall convene weekly meetings of the Editorial Board.
- Shall attend every layout session until its completion.
- Shall have ultimate responsibility for editorial content of all Middlebury Campus publications.
- Shall, in conjunction with the Business Director, set a comprehensive review date for *The Middlebury Campus Magazine* halfway through each production cycle.

2. Managing Editor

- Shall work closely with Editor-in-Chief in all matters related to management of the newspaper and contact editors several times each week to ensure that all articles are in on time.
- Shall assist section editors to ensure successful and timely completion of respective section.
- Shall attend every layout session until its completion.
- Shall hire and supervise copy-editors
- Shall create a weekly ladder

3. Business Director

- Shall be responsible for all non-editorial functions of the newspaper and magazine
- Shall oversee the financial, technical, and business operations of the newspaper and magazine, and remain in frequent contact with Editor-in-Chief regarding these operations.
- Shall brief the entire Editorial Board on business matters once each semester
- Shall complete the yearly budget and ensure it is closely followed
- Shall determine ad rates
- Shall be responsible for the hiring and supervision of all paid business, operational and editorial positions
- Shall remain a voting member of the Editorial Board

#### The Editorial Board

The voting members of the Editorial Board shall consist of section editors, the Business Director and editorial officers. The appointed and voting editors of the Editorial Board shall be:

1. Associate Editor(s)
  - Shall complete assignments delegated by the Editor-in-Chief or Managing Editor as directed and in a timely fashion.
  - Shall be consulted and included in discussion of all pertinent managerial decisions.
  - Shall supervise Monday night production and oversee content of Local News, Arts and Features sections. In addition the Associate Editor will be present on Wednesday morning to assist in final revision of newspaper content.
2. News Editor(s)
  - Shall prepare story ideas, assign news stories on or before the Thursday afternoon of each production cycle and remain in regular contact with photography editors to assign photographs.
  - Shall edit news stories by 5 p.m. Tuesday
  - Shall organize writers' meetings on a regular basis and attend all weekly editorial meetings.
  - Shall supervise layout of the News section and stay until the section is complete.
3. Local News Editor(s)
  - Shall prepare story ideas, assign stories of local interest on or before the Wednesday afternoon of each production cycle and remain in regular contact with photography editors to assign photographs.
  - Shall edit local news stories by 5 p.m. Monday evening at the latest.
  - Shall organize writers' meetings on a regular basis and attend all weekly editorial meetings.
  - Shall supervise layout of the Local News section and stay until the section is complete.
4. Features Editor(s)
  - Shall prepare story ideas, assign Features stories on or before the Wednesday afternoon of each production cycle and remain in regular contact with photography editors.
  - Shall edit all Features stories by Sunday evening or Monday by 5 p.m. at the latest.
  - Shall organize regular writers' meetings and attend all weekly editorial meetings.
  - Shall supervise layout of Features section and stay until the section is complete.
5. Opinions Editor(s)
  - Shall ensure that writers submit opinions on national, local and school issues by 5 p.m. on Tuesday.
  - Shall read letters, edit letters for conciseness, consulting writers whenever possible, and correct typographical errors. The Opinions editor shall make the style of the letter conform to newspaper standards and correct rudimentary spelling and grammar mistakes.
  - Shall maintain regular contact with writers, contributors and cartoonist and attend all weekly editorial meetings.
  - Shall supervise layout of Opinions section and stay until the section is complete.
6. Arts Editor(s)
  - Shall prepare story ideas and assign Arts stories on or before the Wednesday afternoon of the production schedule and remain in regular contact with photography editors.
  - Shall edit all Arts stories by Monday 5 p.m.
  - Shall organize regular writers' meetings and attend all weekly editorial meetings.
  - Shall supervise layout of Arts section and stay until the section is complete.
7. Sports Editor(s)
  - Shall make sure that sports events are covered by writers and photographers.
  - Shall edit all sports stories by Tuesday 5 p.m.
  - Shall organize regular writers' meetings and attend all weekly editorial meetings.
  - Shall supervise layout of Sports section and stay until the section is complete.
8. Photography Editor
  - Shall organize and conduct weekly meetings with newspaper photography staff and contact section editors with concerns with or suggestions for assigned photographs.
  - Shall attend editorial meetings.
  - Shall order supplies after discussion with the Business Director and keep him/her informed of all expenses.
9. Online Editor
  - Shall post all of week's visual and written content on newspaper website by 3 o'clock on the afternoon of weekly publication date.

- Shall confer with College Publisher, Inc. on all layout, visual and content-related issues.

The Editor-in-Chief shall have discretion on whether the following appointed editors of the Editorial Board members have voting privileges:

1. Assistant Editors (all sections):
  - Shall be appointed as needed by the individual editors in consultation with the Editor-in-Chief and Managing Editor.
  - Will perform responsibilities as assigned by relevant section editor, including weekly articles or special assignments
  - Shall conduct a mid-term review of the Executive Board at least once a semester with neither the Editor-in-Chief nor Managing Editor present

## **The Business Staff**

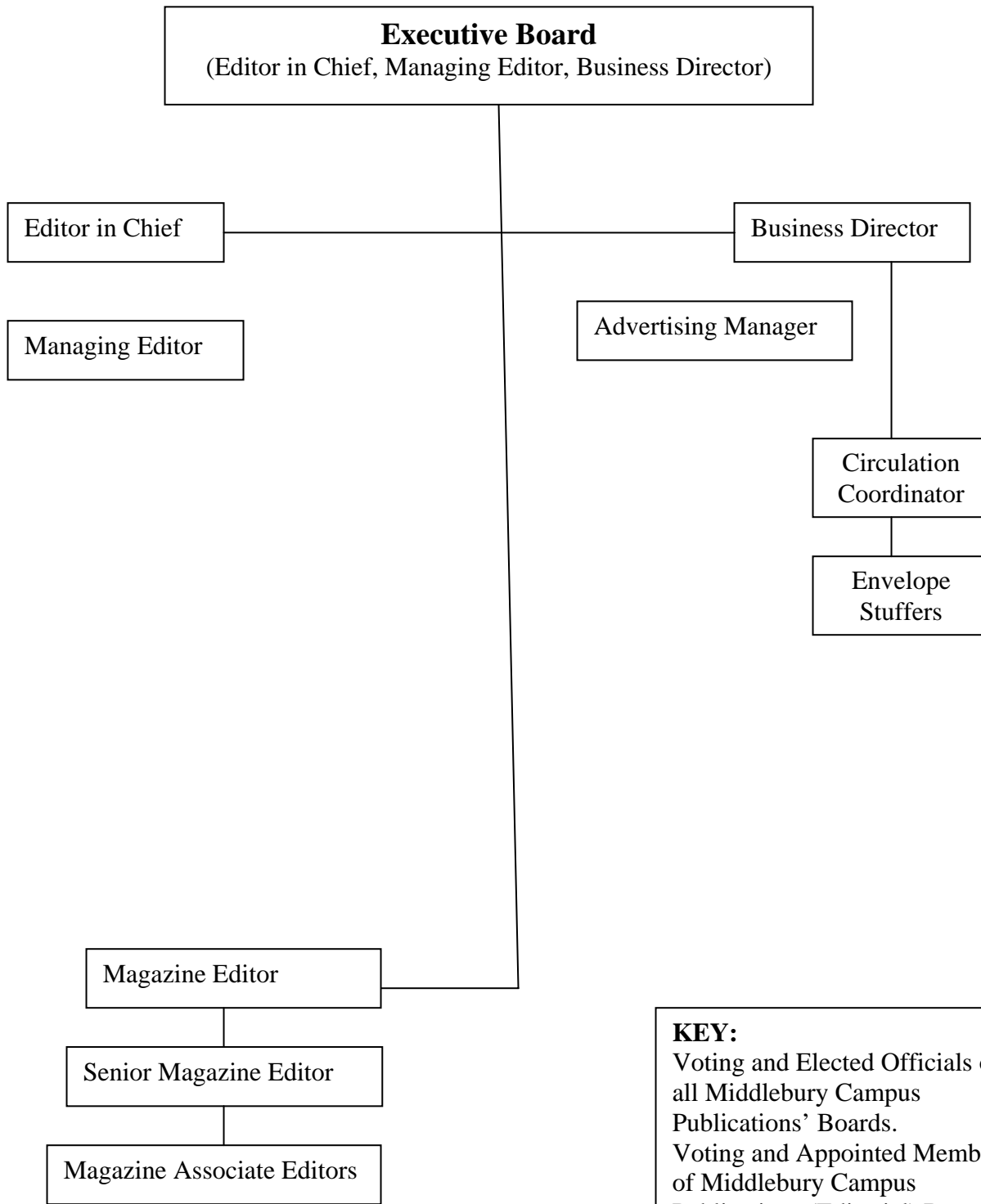
The Business Manager maintains the right to create new positions on the Business Staff as the need arises. If paid, the wages for these positions will come from Campus's own subscription and advertising revenues. Members of the Business staff may include but are not limited to:

1. Advertising Manager:
  - Shall ensure that all ads are well designed and in accordance with layout requirements
  - Shall be available during production nights to correct mistakes in advertisements.
  - Shall provide billing information to Business Director and/or Office Assistant on a regular basis in order to ensure prompt billing
  - Shall ensure that Business Director approves all online advertisements prior to placement in online version of newspaper
  - Shall develop and implement advertising campaigns and weekly ad calls to local businesses to help growth of Campus ad revenue
  - Shall manage the activity and oversee the training of any junior advertising representatives for both the newspaper and the magazine.
2. Circulation Coordinator:
  - Shall conduct weekly on-campus delivery of newspapers along a route established by the Business manager.
3. Envelope Stuffer
  - Shall ensure that all subscribers receive each issue of *The Campus* promptly.
  - Shall maintain accurate inventory of envelope supplies
4. Technology Consultant:
  - Shall be on call on all production nights to provide immediate technical assistance.
  - Shall be available during the rest of the week to provide any necessary care to Campus equipment on a timely basis
  - Shall provide all relevant information and maintain communication with the Business Director and Editor-in-Chief regarding any work done to Campus equipment
  - Shall archive old versions of the newspaper electronically.
  - Shall regularly consult Information Technology Services with technical questions or concerns.
  - Shall advise the Executive Board of all appropriate software updates

## **Special Assignments**

As deemed necessary and with approval of the Editor-in-Chief, staff appointments can be made for a specific time period to fill a special need. Extension of the assignment beyond the specific approval will require renewal of the assignment approval.

Special assignments within the Business Department can be made as necessary by the Business Director, in consultation with the Editor-in-Chief.



**KEY:**  
 Voting and Elected Officials of all Middlebury Campus Publications' Boards.  
 Voting and Appointed Members of Middlebury Campus Publications (Editorial) Board.  
 Non-voting appointed/hired members of Middlebury Campus Publications.