

STUDENT NEWSPAPER POLICY

- A. Policies and procedures for the Southwestern College newspaper, Sun, are based on the following considerations:

1. The Constitution of the United States of America is the law of the land.
2. The college newspaper is a newspaper printed in the United States of America and therefore subject to all rights and restrictions under the Constitution.
3. College newspaper personnel will be guided by the following Code of Ethics:

The College newspaper will attempt to live up to the code of the American Society of Newspaper Editors as follows: The primary function of a newspaper is to communicate to the human race what its members do, feel, think. Journalism, therefore, demands of its practitioners the widest range of intelligence, of knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American Journalism, the canons of good journalism as adopted by the American Society of Newspaper Editors will be followed.

- B. **Advisor.** The college shall appoint a faculty member as Advisor to the newspaper. The responsibilities of the Advisor are as follows:

1. Serve as ex-officio member of the Student Publications Board.
2. Serve as instructor of Journalism 200-1-2, Campus Newspaper Production, providing expertise in principles and methods of copy reading, page layout, staff organization, headline writing, photo-journalism, and any other matters related to newspaper production.
3. Advise College newspaper staff regarding any question of content makeup, and any other matters related to newspaper production.
4. Conduct weekly staff meetings to critique the college newspaper as published to suggest improvements.

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5. Consult with each staff writer weekly to provide feedback on writing quality, and **to offer** suggestions for improvement.
 6. The Advisor shall have authority and responsibility to challenge, prior to printing, any article containing matter which is not protected under the free speech clause of the First Amendment to the Constitution, such as libel, obscenity, invasions of privacy, and certain types of inflammatory matter which is likely to cause riots, disorder, and disruption of the educational process. The Advisor shall have the final right of decision after review of the article in question with the student Editor-in-Chief and the newspaper staff. This is to be construed to only pertain to words and word usage and does not give the Advisor authority to determine content or editorial policy of the college newspaper. A challenge to the Advisor's direction concerning words or word usage must be submitted in writing to the Student Publications Board for a hearing.
 7. At least three (3) weeks prior to the end of each semester the Advisor will advertise that applications for the position of Editor-in-Chief of the newspaper are being accepted. All applications will be submitted to the newspaper staff. The Advisor will present the name of the person chosen by the staff for the position of Editor-in-Chief to the Student Publications Board for confirmation.
- C. **Editor-in-Chief.** Prior to the end of each semester, an Editor-in-Chief will be elected by members of the newspaper staff, and confirmed by the Student Publications Board. The responsibilities of the Editor-in-Chief are as follows:
1. Organization of the newspaper staff, and assignment of duties to sub-editors, news reporters, editorial and opinion writers, photographers, circulation workers, and business manager.
 2. Weekly production of the college newspaper, insuring that the newspaper meets editorial standards and college newspaper policy.
 3. Prepare budgets as requested.
 4. Prepare printing specifications and submit to college Business Office. Final selection of a printer will be in accordance with standard college procedure for all bids, with the concurrence of the Business Office, Newspaper Advisor, and Editor-in-Chief.

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5. Promote or demote staff members as deemed appropriate.
- D. **Newspaper Staff.** The newspaper staff will consist of all students enrolled in Journalism 200-1-2, College Newspaper Production. The staff will be responsible for the following:
1. Prior to the end of each semester, elect an Editor-in-Chief for the following semester.
 2. Carry out assignments made by Editor-in-Chief.
- E. **Student Publications Board.** The Student Publications Board will consist of seven (7) members appointed as follows: one administrator appointed by the Superintendent/President; two faculty members appointed by the Chairperson of the Academic Senate with the concurrence of the Academic Senate (the Senate Chairperson will designate one faculty member as Chairperson of the Board); two students appointed by the A.S.O. President with the concurrence of the A.S.O. Senate; two students members appointed by and from members of the students enrolled in Journalism 200-1-2.

The Director of Student Services, the Faculty Advisor, and the Editor-in-Chief are ex-officio members of the Board with full right of discussion but ineligible to vote.

The Chairperson of the Board will appoint a secretary who will record and report minutes of all meetings.

The Board member appointed by the Superintendent/President will be responsible for the maintenance and availability of all records and minutes of Board meetings.

The responsibilities of the Board are as follows:

1. **Meetings.** The Board will meet at the discretion of the Chairperson, or at the request of **any** three (3) voting members. All meetings are open to the public, and must be advertised in writing at least twenty-four (24) hours in advance with a printed agenda listing items to be covered. At least one annual meeting will be called for the purpose of reviewing, and possibly proposing changes to, the newspaper publication policy.

The Board may meeting in executive session to discuss only personnel matters.

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2. **Quorum.** A quorum will consist of four (4) voting meetings.
3. Confirm the Editor-in-Chief of the newspaper after the newspaper staff has elected a person to that position and the name has been submitted to the Board by the Advisor. Confirmation will be by a unanimous vote of at least four voting members.
4. After all rules of due process have been observed, effect removal of the Editor-in-Chief, if deemed necessary, by unanimous vote of at least four (4) voting members.
5. Within twenty-four (24) hours of receipt of a written challenge to the Advisor's direction, the Board will meet and rule on the validity of the challenge.
6. The Board is authorized to issue an advisory opinion to the Editor-in-Chief and/or newspaper staff at any time.