



CAMPUS TIMES

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the *Campus Times (CT)* of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

Campus Times shall report and analyze events, provide an open forum for the expression of opinions and introduce students and the University community to the art of journalism.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of associate member – All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization. Associate membership is given to those who have contributed

at least once to the *Campus Times*. These include writers, photographers, videographers, illustrators, presentations staff, and copy editors.

- C. Definition of active member – Members who have been elected to positions within the *Campus Times* (fully outlined in *Article V, Section One*). Active members must attend weekly production days on Sunday, including the budget meeting to discuss the week’s content, as well as other mandatory staff gatherings, unless extenuating circumstances prevent their attendance as determined by the Editor-in-Chief. They are also responsible for the regular duties that are a part of their respective positions.
- D. Definition of executive staff member – Executive staff members must be elected to their role by active members and are also considered an active member themselves. Executive staff positions are as follows: Publisher, Editor-in-Chief, Managing Editor, and Business Manager.
- E. Associate members must earn and maintain the confidence of their section editor(s), the Managing Editor, and the Editor-in-Chief.
- F. All members must be free of obligation to any interest other than the public’s right to know; therefore, neither reporter nor editor may write or have a significant role in the coverage of an issue, event, or group to which they have obligation, commitment, or involvement.
- G. All members should strive to uphold the standards of the Associated Collegiate Press regarding conduct and, where appropriate, style.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active members plus one executive staff member.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All active members shall have equal voting power.

- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The Publisher shall only vote to break a tie.

ARTICLE V – ACTIVE MEMBERS AND QUALIFICATIONS

SECTION ONE – ACTIVE MEMBER POSITIONS

Executive staff members

- A. Publisher (President)
- B. Editor-in-Chief
- C. Managing Editor
- D. Business Manager

Non-executive active members

- E. News Editor
- F. Opinions Editor
- G. Features Editor
- H. Culture Editor
- I. Humor Editor
- J. Sports Editor
- K. Social Media Editor
- L. Illustrations Editor
- M. Photography Editor
- N. Video Chief
- O. Copy Chief
- P. Presentations Chief
- Q. Webmaster
- R. Engagement Coordinator

Note that the difference between a Chief and an Editor is that a Chief oversees a staff that holds regular meetings, while an Editor may or may not oversee a staff but does have regular editing duties as a part of their position.

SECTION TWO – DUTIES OF ACTIVE MEMBERS

- A. All active members shall be members of the Students' Association.
- B. All active members shall promote active recruitment of new members.
- C. All active members shall enforce this constitution.
- D. All active members shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. Each active member position shall have its own policy manual and each active member shall adhere to the policies within these manuals. It is the responsibility of each active member, along with the Publisher and Editor-in-Chief, to maintain each manual.
- F. The Editor-in-Chief shall preside over all meetings directly related to the content of the newspaper, such as weekly budget meetings. The Publisher shall preside over all other meetings and shall maintain organization within the group, communicate with other active members and delegate duties to maintain a functioning group that fulfills the purposes set forth above.
- G. The Publisher shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization and all members of the Students' Association. The Publisher shall also tally votes at meetings, keep an accurate list of group members, and take and maintain meeting minutes.
- H. The Publisher shall oversee all actions of the organization not related to the content of the *Campus Times* or staff management. Duties of the Publisher include, but are not limited to, management of the office, relationship with the Student Activities Office, business operations, long-term projects and staff recruitment and assistance with the Managing Editor in staff development.
- I. The Editor-in-Chief shall bear the ultimate responsibility for the publication of the *Campus Times* and its contents and shall have the final decision regarding all aspects of publication.
- J. The Managing Editor shall oversee staff development and education, production night, staff morale and mediation for the *Campus Times*. The Managing Editor shall

also function as Editor-in-Chief in the event that they are unable to fulfill their responsibilities.

- K. The Business Manager shall be responsible for the financial management of the *Campus Times* and shall coordinate with the Publisher to fulfill these duties. The Business Manager will also work closely with the Student Organization Financial Office (SOFO) in order to ensure that the proper processes for finances are being met.
- L. Each News Editor shall be responsible for the coverage of all news and significant events and shall maintain, develop, and educate an adequate and competent staff.
- M. Each Opinions Editor shall be responsible for all expressions of opinion, including, but not limited to, staff editorials, letters to the editor, columns and commentaries and shall maintain, develop, and educate an adequate and competent staff.
- N. Each Features Editor shall be responsible for the coverage of all long-term campus happenings, trends and issues, places and people of interest both on campus and off campus and shall maintain, develop, and educate an adequate and competent staff.
- O. Each Culture Editor shall be responsible for the coverage of all arts and entertainment and cultural events in the University community and shall maintain, develop, and educate an adequate and competent staff.
- P. Each Humor Editor shall be responsible for all *Campus Times* content which is more comedic than journalistic in intent. This may include parody/satirical “news” pieces, comics, and narratives. They shall maintain, develop, and educate an adequate and competent staff.
- Q. Each Sports Editor shall be responsible for the coverage of all sports and athletic events and shall maintain, develop, and educate an adequate and competent staff.
- R. Each Social Media Editor shall be responsible for the content and management of the *Campus Times* social media accounts on Instagram, Twitter, and Facebook and shall maintain, develop, and educate an adequate and competent staff as necessary.
- S. Each Illustrations Editor shall be responsible for illustrated content of the *Campus Times* and shall maintain, develop, and educate an adequate and competent staff.

- T. Each Photography Editor shall be responsible for the pictorial and graphical content of the *Campus Times* and shall maintain, develop, and educate an adequate and competent staff.
- U. Each Video Chief shall be responsible for the video content of the *Campus Times* and shall maintain, develop, and educate an adequate and competent staff.
- V. Each Copy Chief shall copy edit for grammatical, stylistic, and factual errors as well as maintain the *Campus Times* Style Guide and shall maintain, develop, and educate an adequate and competent staff.
- W. Each Presentation Chief shall be responsible for designing special layouts, developing new layouts, and maintaining the *Campus Times* style and shall maintain, develop, and educate an adequate and competent staff.
- X. Each Webmaster shall be responsible for the development, maintenance, and upkeep of the *Campus Times* World Wide Web site and other new media ventures and shall maintain, develop, and educate an adequate and competent staff as necessary.
- Y. Each Engagement Coordinator shall serve as the contact person for writers in the event that the writer does not or cannot reach out to their section editor. The Engagement Coordinator shall also be responsible for initiatives to promote writer outreach and retainment.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Any student who is eligible to join the organization as outlined in *Article III, Section One* may submit a nomination for an active member position shortly before yearly elections. Active members shall be chosen at an election during the end of each fall semester. Nominations are open but must be made one week prior to elections. Nominees must also notify the Publisher of their nomination and send in a written application prior to the elections. Elections shall be conducted by secret ballot. Each active member shall have one vote with the exception of the Publisher, who votes only in the event of a tie. An incoming active member may be designated as the primary editor/chief in their

position and will lead and organize their co-editor(s)/co-chief(s). The Publisher shall be responsible for organizing all elections.

- B. Term of Office - The term of office for executive staff members shall run for the calendar year following their election, unless they were not elected during the end of fall semester, in which case their term of office ends at the next end-of-fall election.
- C. Timing of Elections - Elections shall be held each fall in November or December on the weekend before the last issue of the semester, unless this weekend is not at least two weeks prior to the last day of classes, in which case elections should be held the weekend before to ensure sufficient time for proper transition. Elections for vacancies that occur outside of this time can be held as needed.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of a position, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an active member. Such a vote shall require a $\frac{2}{3}$ majority of active members to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any active member is to take place, they must be notified seven days in advance.
- D. A position shall be declared vacant as the result of a vote of no confidence.
- E. It is the duty of the Managing Editor to assume the responsibilities of a vacant active member position.
- F. The Editor-in-Chief may appoint an acting editor for a vacant active member position.
- G. At the request of at least $\frac{3}{5}$ of the Editorial Board, a vote will be called for removing a nonpermanent member of the Editorial Board. Once held, an Editorial Board member may be removed from their position by a $\frac{2}{3}$ majority of the active members.

ARTICLE VI – EDITORIAL POLICY

SECTION ONE – EDITORIAL POLICY

- A. In all news reporting, the *Campus Times* shall be fiercely objective. Writers may express their opinions, but only in clearly labeled reviews, columns, letters, or essays.
- B. Editorials shall be the only formal expressions of *Campus Times*' opinion.
- C. The Editorial Board – composed of the Publisher, Editor-in-Chief, Managing Editor, Opinions Editor, and one other active member – shall be elected by a simple majority of the active members at the beginning of each semester. The Editorial Board shall determine the newspaper's opinion as expressed in an editorial. The Opinions Editor shall be responsible for maintaining a Policy Guide for the Editorial Board.
- D. Any active member may write an editorial so long as its position is consistent with the policy of the *Campus Times*. The Editor-in-Chief shall have veto power over any staff editorial or other expression of opinion.
- E. For each issue, a minimum of one editorial (besides the Editorial Board's) must be written by an active member.

ARTICLE VII - RESOURCES

SECTION ONE - RESOURCES

- F. The *Campus Times* of the University of Rochester will abide their Resource Agreement.

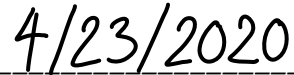
ARTICLE VIII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the *Campus Times*. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE IX - NONDISCRIMINATION POLICY

The *Campus Times* abides by the nondiscrimination policy of the University of Rochester.



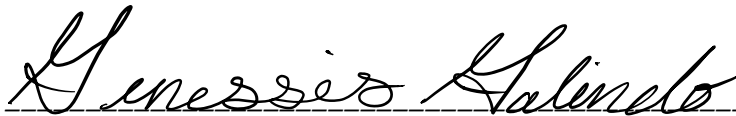


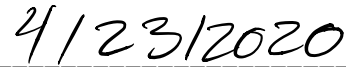
Signature of Confirmation

Date

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President, *Campus Times*





Signature of Approval

Date

Genesis Galindo

Chair, Student Organization Administration & Review Committee