

Constitution of The Colgate Maroon-News

The Colgate Maroon-News is an independent, non-profit, student newspaper directed by the students of Colgate University. *The Colgate Maroon-News* obtains part of its fundings from the Student Association of Colgate University, part from advertising and part from the sale of subscriptions. *The Colgate Maroon-News* is distributed free of charge to Colgate students, faculty and staff.

Section I: Purpose

The Colgate Maroon-News (referred to hereafter as “the newspaper”) was created in 1991 in order to provide the Colgate community with one high-quality student newspaper. It is a continuation of a tradition that began in 1868 making it the oldest college weekly in America. The newspaper is published weekly to provide information to the campus. It also serves as a forum for campus opinion, reaction and creative expression. Departments of the newspaper include news, arts and features, commentary, national sports and Colgate sports. In the interest of objective reporting, opinions of the Editorial Board are confined to the editorial box and the commentary section.

Section II: Membership

Any member of the Colgate community may submit materials for publication, but all staff positions will be held by Colgate students. All staff members play a vital role in the weekly production of the newspaper. The General Staff includes editors, writers, artists, photographers, production staff and business staff. Only the Editorial Board votes on matters of editorial concern.

Section III: Editorial Board

The decision-making body for the newspaper is the Editorial Board, composed entirely of students. The Editorial Board consists of all upper-level editors and the business manager. The Editorial Board holds the following responsibilities:

A. Determination of the newspaper’s editorial policy. All policy decisions must be approved by a simple majority of the entire Board. Existing policy may be deleted, amended, or added as the Board sees fit.

B. Selection of new editors. Before the end of the spring semesters, the Board will select editorial staff for the coming year.

1. Selection for the staff will be based on performance, interest, and experience. Such selections will be made by members of the Board.

2. All editorial positions are available to any Colgate student who expresses interest. Positions are voted on by members of the Board.
3. If, after the selections process is completed, a selectee cannot serve in the editorial position granted [to] him/her, a new editor will be appointed by the current Editor-in-Chief. If a selected Editor-in-Chief similarly declines that position, the Editorial Board will meet to select a new Editor.
4. Selections will be approved by a simple majority of the Editorial Board with the Editor(s)-in-Chief casting the deciding vote if there is a tie.
5. The Editor(s)-in-Chief will be elected by a simple majority vote of the Board.

D. The Editorial Board, by a unanimous vote, may decide to expel the current Editor-in-Chief and appoint a new Editor in accordance with the rules in Section III, part C. This can only be done after at least one grievance meeting between the staff and the current Editor and after meetings with outside parties, including the Director of Student Activities and the Student Association President. Final say rests with the executive board of the Student Association. The Director of Student Activities may bring his/her concerns to the Board and the Executive Board of the Student Association in extreme cases.

E. The Editorial Board is made up of the following positions, which fulfill the following duties:

1. Editor-in-Chief: The Editor(s)-in-Chief is responsible for the overall management of the newspaper. S/he may delegate authority as s/he deems appropriate. S/he may also appoint or dismiss any member of the General or Editorial Staff with the advice and consent of the Board. S/he will be expected to take into consideration the opinions of the Editorial Board in any decision s/he makes. S/he will not institute any major changes in policy or format without first consulting the Editorial Board. Any major changes will require a majority vote of the Board (with the Editor-in-Chief casting the deciding vote in case of a tie). On behalf of the President of the University, the Editor-in-Chief or his/her delegate will be the only person to communicate directly with the President. All complaints, criticisms and conferences with administrators or faculty will be handled by the Editor-in-Chief. The Editor-in-Chief is responsible for the content of the weekly editorial.

2. Executive Editor: The Executive Editor(s) will be responsible for helping the Editor-in-Chief ensure coordination among various departments in production of the paper. As the right hand person(s) of the Editor-in-Chief, the Executive editor speaks with his/her authority in his/her absence and represents him/her where the Editor-in-Chief feels appropriate.

3. Senior Editor: The senior editor(s) may be appointed by the Editor-in-Chief as an additional consultant and assistant to the Editor-in-Chief. His/her duties will be similar to those of the Executive Editor, but s/he will remain more of a “floater” to deal with specific problems as they arise. Typically, this position will be held by a long-term member of the staff who has either previously held the position of Editor-in-Chief, or who has been with the paper for more than five semesters.

- 4. Managing Editor:** The Managing Editor(s) will assume full responsibility for ensuring the efficient preparation of articles for layout, focusing on copy editing and proof-reading. The Managing Editor's job may be specified to overseeing individual sections. For example, Managing editor News or Managing Editor Sports.
- 5. Copy Editor:** The Copy Editor(s) will be responsible for proofreading the articles and ensuring the language is clear, concise and factual.
- 6. News Editor:** the News Editor(s) will be responsible for the assignment, collection, editing, layout, and content of all articles featured in the News section of the newspaper.
- 7. Colgate Sports Editor:** The Colgate Sports Editor(s) will be responsible for the assignment, collection, editing, layout, and content of all articles featured in the Colgate Sports section of the newspaper.
- 8. National Sports Editor:** The National Sports Editor(s) will be responsible for the assignment, collection, editing, layout and content of all articles featured in the National Sports section of the newspaper.
- 9. Arts/Features Editor:** The Arts/Features Editor(s) will be responsible for the collection, editing, layout and content of all articles featured in the Arts/Features section of the newspaper.
- 10. Commentary Editor:** The Commentary Editor(s) will be responsible for the collection, editing and layout of all material submitted to the Commentary section. S/he will see to it that all published material is well-written and not libelous. S/he will strive to represent a variety of student and campus opinions in the Commentary pages. The Commentary editor also supervises the timely and responsible publication of submitted letters and oversees layout of the staff box.
- 11. Photography Editor:** The Photography Editor(s) will be responsible for the assignment of weekly photographs requested by the section editors and for the development and printing of photos. The Photography Editor will work with the section editors to decide which photos will be published. The Photography Editor will also be responsible for the maintenance of photo archives.
- 12. Business Manager:** The Business Manager(s) will oversee all business and technical aspects of the paper. S/he may distribute responsibilities among advertising, distribution and production staffs as [s]/he deems appropriate.

Other editors, such as assistant editors or layout editors may be appointed as deemed necessary and appropriate by the Editor-in-Chief with the consent of the Editorial Board. Such editors shall attend board meeting and contribute ideas and opinions but do not have their own vote in board decisions.

Section IV: General

The Colgate Maroon-News is published every Thursday during the school year. All staff members contribute their time without pay.

A. Editorial Responsibilities: All policy agreements will be confined to meetings of the Editorial Board. All members will be expected to support and help implement the final decisions of the Board. Such meetings and discussions will be closed to non-members. The Editor-in-Chief or his/her representative will chair all meetings, inviting guests as appropriate for additional consultation. All final responsibility for the layout and content of the newspaper rests exclusively on the shoulders of the Editor-in-Chief.

B. Staff Responsibilities: Each member of the newspaper is a legitimate representative of the paper, conveying the image of the publication and maintaining its reputation by his/her conduct. All staff members will therefore be expected to act with proper decorum and integrity. All staff members are required to be prompt in executing their duties and are required to notify their editors or superiors in special circumstances of difficulty in completing their assignments. All Staff members are expected to uphold the values of objectivity and journalistic integrity.

C. Submission Policy: *The Colgate Maroon-News* accepts Commentary pieces regarding news coverage, editorial policy, University affairs and other topics pertinent to the students and campus community at Colgate University. We reserve the right to edit submissions to a reasonable length. We cannot guarantee the publication of all submissions received and we reserve the right to reject submissions based on style, punctuation, grammar and appropriateness. Defaming, denigrating or incriminating language regarding or directed at individual students and/or student groups will not be printed. Any statements made in Commentary pieces must be backed by factual information. Self-promotion or solicitation on behalf of student groups will not be printed. Idiomatic profanity will not be printed. Offensive language may be printed as part of a report on the use of such language or related issues. Anonymous Letters to the Editor will not be printed. Letters from alumni should include the graduation year of the writer and all writers should provide a telephone number for verification. All submissions must be received by Monday at 11:59 p.m. for Thursday publication.

Furthermore: At all times the senior editorial staff reserves the right to break with submission policy at their own discretion. Any article that breaks submission policy must be cleared by senior staff before publication. Editors-in-Chief reserve ultimate approval.

Anonymous quotes may only be published in the News section. Anonymous quotes should only be printed when all other, attributable statements have been exhausted and after making it abundantly clear to the quotee that it is extremely undesirable. Anonymous quotes must provide information and/or insight that would do irreparable disservice to the article if it were removed. Anonymous quotes hurt the credibility of our reporting and are a last resort.

Whole articles are never to be submitted to faculty, staff, students or organizations for approval. Only quotes may be sent for approval, and the writer and Section Editors have ultimate say over the content of a direct quotation.

D. No changes or amendments will be made to this Constitution without the approval of three-quarters of the Editorial Board, this majority must include the vote of the Editor-in-Chief.