



The Student Review

THE STUDENT REVIEW CONSTITUTION 2014-2015

Article I. Mission Statement

Section 1

The Student Review is the student newspaper for Prairie State College. We are one of the college's oldest traditions, celebrating over 50 years of publication. During that time, the newspaper has undergone several name changes, but we believe that they are all part of our diverse history and serve as check points, of sorts, in the evolution of the paper. Through all, we will continue to work toward our ultimate goal of journalistic integrity and strength in writing.

The Student Review is a student-run organization, and, as such, serves as the voice for the student population of the college. We are published on a bi-weekly basis. As a joint team we will strive and express accurate information for the student body concerning the college, current events, and students' concerns as well as their interest. All submissions may be made to the Section Editors via email.

Contributions are welcomed, but we do ask that the paper be left as a voice for the Students, and in that sense, that the Review not be solicited in any manner.

The articles and opinions expressed within this publication are solely the opinions of the writers and are not necessarily the views of The Student Review. All work is printed at the discretion of the EIC. All works are the sole property of the writers and are to be respected as such.

Article II. Membership

Section 1

All interested students are encouraged and welcome to join The Student Review. If they have taken English 101 they must receive a passing grade, or have consent to write from the Editor-In-Chief. Students who wish to be considered for an Editor's position must have and maintain a minimum GPA of 2.5.

Section 2

The positions that shall comprise The Student Review are, but not limited to:

- Editor-In-Chief (EIC)
- Advertising Manager
- Public Relations Director
- Layout Editor
- Copy Editor
- Photo Editor
- Sports Editor
- Entertainment Editor
- Features Editor
- News Editor
- Opinions Editor
- Staff Writer

Article III. Rules

Section 1

The Student Review shall follow and abide by the PSC Code of Conducts Handbook and it shall strive to uphold and honor the ideas set down in the Mission Statement at all times (Article I, Section 1).

Section 2

The Editors and Staff 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 EIC, this code can be deviated from, in special cases.

Section 3

The EIC will 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 with the person responsible for the article and either then suggest a way to make it less controversial or choose to print it.

Section 4

The editors and staff shall also 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 quotation and there is a compelling reason for them.” The EIC shall judge each situation individually.

Section 5

The EIC will set the publication schedule and deadline schedule for both articles and advertisements and place it around The Student Review office within plain view of the editors and staff the first week of the fall semester. Any modifications must be proposed to the editors and staff and agreed upon. If an editor or staff cannot make the deadline they must notify the EIC no later than 48 hours before the deadline either in person or by e-mail.

Section 6

All editors and staff writers shall attend **MANDATORY** weekly meetings (Article VIII)

Article IV. Editors

Section 1

All editors must be available to attend weekly meetings (Article III, Section 6 and Article VI), a minimum of 3 office hours per week, and be responsible for 3-4 articles per issue, unless otherwise stated in the job description. During these office hours they should make themselves available to the Staff Writers to answer any questions or concerns they might have. They should also take this time to write articles, or edit articles.

Section 2

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 are to be submitted in writing, in person or by e-mail, on non-publishing Wednesdays.

Section 3

The EIC shall be nominated and voted on at the end of the school year by the editors and staff of The Student Review during a regular meeting by majority vote. 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. The EIC will be confirmed by the advisor and the outgoing EIC. The EIC-elect will hold office for one year starting in the fall of the next semester through the end of the spring semester.

The EIC is ultimately responsible for the entire staff and editors of The Student Review. They shall consult with the editorial staff concerning any potentially controversial decisions, or those that affect the entire staff. In addition to handling the day-to-day responsibilities that may arise, the EIC must deal with any personnel matters that arise such as complaints against The Student Review, its staff, or its editors. If a complaint is against a staff member, the EIC will allow the editor over the section the article was written to handle it first. If an appropriate solution cannot be reached a meeting with the EIC, advisor, section editor and staff member will be arranged and corrective action will be taken. If the corrective action is violated, the EIC has the right to remove the staff member. If the issue is with the section editor, a meeting with the EIC, advisor, and section editor will be arranged and corrective action will be taken. If the corrective action is violated, the EIC has the right to remove the section editor.

The EIC shall hold office hours for 10-12 hours per week maximum, unless otherwise approved by the advisor. During that time they must answer phones, open and reply to mail, discuss page and space requirements, and handle inquiries concerning The Student Review from the editors and staff. During these hours, further duties include, but are not limited to a weekly meeting with the advisor concerning staff development, assisting with layout, overseeing story editing, perform final check on all pages before draft is sent to the printers, plan photo assignments, and planning monthly workshops in consultation with the advisor, just to name a few. Only actual hours worked on the paper are considered for payment. Time spent doing homework, going off campus for any reason, other extra-curricular activities, meal breaks, etc. will not count.

In case of a vacancy within the Editor's position, the EIC shall solicit applicants to fill said vacancy, or may also appoint a person from the Staff to fill the position. This shall be done in consultation of the Advisor.

The EIC will print out a hard copy of any articles submitted, make edits on the hard copy, and hand it back to the author, before it is published, so they may see the edits and work on adjusting their writing in the future.

Section 4

Copy Editors must have completed, or be enrolled in, English 102 and have earned a “B” in English 101. They must also meet the requirements laid out in Article II, Section 1 of The Student Review Constitution.

The main focus of the copy editor is to edit each article for grammar, spelling, content, and facts. Furthermore they are responsible for answering any questions in regards to holding a story or changing the length because of space requirements. They shall review all headlines and cut-lines and ensure accurate attribution to writers and photographers. They must also cover stories when writers aren’t available.

The Copy Editor will print out a hard copy of any articles submitted, make edits on the hard copy, and hand it back to the author, before it is published, so they may see the edits and work on adjusting their writing in the future.

Section 5

The layout editor is in charge of all visual aspects of the paper in regard to the layout and design. If there is any re-design of the paper this goes through the layout Editor as well. This editor is also responsible for the placement of ads and stories and oversees and assists with drawing and computer design. When it is a non-publishing week they are required to keep at least 3 hours. During a publishing week they are required to have a minimum of 3 hours and will not exceed 10 hours without the approval of the advisor. This position is not required to write articles but they may if they wish.

Section 6

The advertising manager is responsible for maintain contact with all old advertisers and generating new contacts and keeping in touch with them. They will work with the EIC on all financial issues and informs them of any requests for discounted advertising or trade requests. After each paper is released they will provide tear sheets or whole papers and invoices to the advertisers within one week of publication and they will maintain knowledge of all current ad rates as well as discounts. This position is not required to write articles but they may if they wish.

Section 7

The photo editor will work closely with the section editors to plan photo assignments as well as carry out independent photo projects and provide coverage for as many events as possible. They will be responsible for all the photos that appear in each issue and will make the final decision on what photos to include. They must be available for layout. This position is not required to write articles but they may if they wish.

Section 8

The News Editor is responsible for all news coverage including current events, events around school and interviews with faculty and staff.

Section 9

The Features Editor is responsible for all human interest stories. They provide the lighter side or the long term look at things and run the more creative, unexpected and offbeat stories. They provide the paper with flavor.

Section 10

The Entertainment Editor provides coverage of arts, entertainment, and performance including music, theater, movie, book, and other reviews. They provide a preview of all art events, especially those related to campus.

Section 11

Sports Editor is responsible for PSC Athletics coverage, both on and off campus. This includes interviews with the coaches and athletes.

Section 12

The Opinions Editor is responsible for all opinion articles. These include political, social, and light stories. They have preference on all editorials.

Section 13

The Program Director is responsible for all planning and promoting of paper events. They will meet with the EIC and other section Editors to brainstorm ideas for events, and will work with clubs for club collaboration. This position is not required to write articles but they may if they wish.

Section 14

The EIC has the right to make other positions as they see fit as long as they do not interfere with the above stated positions. If the EIC creates a position that sounds similar to a position stated above, that position must be filled first.

Article VI. Removal of the Editor-In-Chief**Section 1**

A vote of no confidence by the majority of The Student Review Staff and Editors is required to consider removal of the EIC. The Advisor shall review the vote and a plan of correction shall be developed. The Advisor shall then meet with the EIC to discuss the plan of correction to be taken. If said plan is violated in any way, the Advisor, Editors, and Staff shall make a final review of the complaints and make a final decision on removal.

Article. VII Staff Writers**Section 1**

All staff writers must be available to attend weekly meetings (Article III, Section 6 and Article VIII) and be responsible for a minimum of 1 article per issue. They will also work with their Section Editor about story ideas and must obtain article permission from them.

Section 2

Articles will be submitted to the appropriate Section Editor, if there is one, and the Section Editor will submit both the original and edited copy to the EIC and Copy Editor.

Article VIII. Meetings

Section 1

The Student Review will hold all general meetings on Wednesday at 3pm.

Section 2

The first meeting of a new semester, Fall or Spring, must happen no later than 1 week after school starts.

Section 3

All meetings are **MANDATORY**. If for some reason a writer or editor cannot make the meeting they must inform the EIC, Section Editor, or Advisor, whether in person or by e-mail, by noon the day of the meeting.

If an Editor or Staff Writer misses two (2) meetings without letting the EIC know in time, they will be put on probation for a period of one (1) month. During that time they must attend all meetings, unless there is an emergency. After four absences, the Editor or Staff Writer will receive notice, by e-mail, they are no longer in possession of their position. They shall have two (2) weeks to meet with the EIC and Advisor, or if a writer, the EIC, Section Editor, and Advisor, or risk being removed from their position.

Section 4

If the EIC is unable to make a meeting he must inform the Advisor and together they can choose to cancel the meeting or the EIC can choose to let another Editor run the meeting.

Article IX. Grievance Procedure

Section 1

When a complaint is submitted from a member of our readership or from a source, the Section Editor will discuss the complaint with the writer involved. If the Editor is convinced that the writer has misrepresented the information in any manner, they shall request that the writer submit a correction to be run next issue.

Section 2

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 writer shall immediately refer the call to their Section Editor or EIC.

Article X. Letters to the Editor

Section 1

At the discretion of the EIC, letters to them shall be printed if they meet two (2) qualifications:

- 1) The letter must be signed and signature verified (The name 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.

Section 2

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

Section 3

A letter will not be considered for publication if it is a personal attack, of a frivolous nature, or the EIC considers it unwise to print. The EIC 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.

Section 4

The Student Review reserves the right to edit all letters and make any corrections concerning grammar, punctuation, and style. The EIC, and only the EIC, has final say on which letters will be printed and the number to be printed in each issue.

Article XI. Approval of Amendments

Section 1

The EIC, Editors, or Staff shall review the constitution and suggest any amendments at any weekly meeting. All amendments shall be voted in by a majority of The Student Review staff.

Section 2

Towards the end of each year the EIC, Editors, and Staff will find time to meet, read through the constitution, and suggest any amendments to it. A majority vote of anyone in attendance will be needed for the amendment to pass.

Article XII. Finance

Section 1

The Student Review shall be funded by a combination of advertisements as well as twenty percent (20%) of Student Activity Fees. The budget shall be established by the EIC and the Advisor.

Section 2

All approval of expenditures involving newspaper funds must be approved by the EIC

Section 3

The advertising rate will be approved by the EIC for their term of office. They have the right to continue the last year's rates if they desire.