

Constitution and By-laws of PCCC Visions

2019/2020 Academic Year

Article I. Name of the Organization:

The name of this organization shall be *PCCC Visions*.

Article II. Purpose or Objectives:

The purpose and objective of this organization shall be to produce an online platform to inform the campus community of events, happenings, and topics relevant to college life. *PCCC Visions* is an independent student publication of Passaic County Community College funded through the Student Activities Fee. It serves as a medium of mass communications for the campus community and to provide practical experience for students majoring in journalism, communications, or other related disciplines, including graphic arts. It seeks to inform, educate and entertain its readership while serving as a forum for discussion of critical issues on and off campus. It is produced entirely by students; the opinions expressed in this publication are those of the individual writers and are not necessarily representative of the college in any manner.

As an independent publication serving the campus community, *Visions* seeks to maintain professional standards and ethics reflecting the best in American journalism, and staff members recognize not only the rights granted them by the First Amendment but also the responsibilities that accompany those rights. Balance, objectivity, accuracy, sensitivity – all are paramount considerations. *Visions* staff members will attempt to adhere to the *Associated Press Stylebook* and guidelines in all aspects of the production of the student newspaper. Any mistakes in the above are solely the responsibility of the students and staff of *Visions*.

Article III. Qualifications for membership:

Membership is open to all PCCC students in good academic standing who are registered for at least three (3) credits, including alumni (ae). Membership will be ended by the upon graduation or at any time the student is not taking at least 3 credits at PCCC.

Only members who have a story or material in any given issue of *PCCC Visions* shall be recognized as staff in that issue.

Article IV. Officers:

The **Editor-in-chief** shall be appointed by the club advisor. This position will not be an elected position. The term of office for this position shall run from May thru April of the following year at which time, the advisor can either re-appoint the previous editor-in chief or appoint a new editor-in-chief. The student serving as editor-in-chief must be registered for at least six (6) credits and be in good academic standing. Alumni (ae) are not eligible for this position.

Editors shall be appointed by the club advisor with the consent of the editor-in-chief and shall not be an elected position. The term of office for these positions shall run from May thru April of the following year at which time, the advisor can either re-appoint the previous editors or appoint a new editors or any variation of the two. All editors must be registered for at least six (6) credits and be in good academic standing. Alumni (ae) are not eligible for this position.

The position of **Secretary** shall be an elected position with elections held every year at the last *PCCC Visions* meeting during the last week of April. The term of office for this position shall run from May thru April of the following year.

If the editor-in-chief or an editor is unable to fulfill their duties, replacements are to be appointed by the club advisor.

Duties of the Editor-in-Chief

1. The editor-in-chief of *Visions* holds one of the most responsible and demanding student positions at Passaic County Community College. Because *Visions* is run in as professional a fashion as possible, virtually all the same problems and situations facing a professional editor will find their way to *Visions* editor.
2. The editor-in-chief must be prepared to commit himself or herself to *Visions* for the entire year, and be dedicated to serving the staff, the school and the cause of good journalism. Evening and weekend time may be required, especially before press time. The editor-in-chief is responsible for meeting with other editors, reporters and the advisor. He or she is responsible for conducting meetings and maintaining contact with staff members, and for participating in related events.
3. The editor-in-chief is a true professional, committed to serving the paper's readers in spirit as well as in practice. *Visions* can be a powerful medium at the college, and it is working on achieving a reputation for accuracy, quality reportage, independence, fairness and quality. Editors are expected to be independent-minded, courageous and serious.
4. The editor-in-chief and the other editors are responsible for writing at least one editorial for each issue. The design, layout and copyediting are also the responsibilities of the editor-in-chief, although the other editors, staff members and advisor will assist with these duties.

5. The editor-in-chief must be aware of what is going on inside the college, and what affects the college, so that she or he can select from all the available material and decide on the content of the paper, encouraging staff members to write on those issues.
6. The editor-in-chief must be willing to contribute and cover on campus news when there is a need at any time.
7. The editor-in-chief is responsible for making sure the entire staff is doing its job during the year and for bringing any serious problems to the advisor's attention.
8. The editor-in-chief makes decisions regarding layout and design and other expenditures based on the budget in consultation with the advisor and English Department Chair.
9. The editor-in-chief provides the vision and management for each issue of *Visions*. This is a heavy and challenging responsibility, but probably one of the most rewarding student leadership roles on campus, as well.
10. The Editor-in-Chief has access to the Main Visions office for the purpose of holding office hours or for working on newspaper related activities such as writing and layout.

Duties of Editors

1. The editors are responsible for assisting the editor-in-chief in all of his/her duties as delegated by the editor-in-chief.
2. The editors will take turns writing the editorial for each issue.
3. The editors will work with individual writers, helping them with the process of writing their stories.
4. The editors will help proofread and edit all articles for the paper in consultation with the advisor.
5. The editors will help with the layout and design of the paper in consultation with the advisor.
6. Editors must be willing to contribute and cover on campus news when there is a need at any time.
7. Shall a Secretary not be appointed, editors will be responsible for taking the minutes of the meeting in detail and disseminating the minutes to all Staff Members within 48 hours.

Editors have access to the Main Visions office for the purpose of holding office hours or for working on newspaper related activities such as writing and layout.

STAFF REPORTERS/WRITERS

1. Staff Reporters are responsible for covering at least one news item per month, coverage of a news event through attendance to an event or through interviewing a point of contact person about a change on campus such as a new program, deletion of a program, club, organization, on or off site construction, etc. Turnaround time from attendance or from the time of the interview must be no more than 4 days in turning a story in. Extensions must be approved by the Advisor.
2. Staff Reporters should additionally cover a second article which may be another news article or feature/profile. All feature articles are due at the 1st of the month for the previous month.
3. Reporters must submit articles directly to the Advisor.
4. Reporters have access to the Conference Room per the Visions Office for typing up and working on articles.

Article V. Meetings:

PCCC Visions staff shall meet during the Student Activity Hour. Meetings are to be chaired or presided over by the editor-in-chief. Minutes shall be taken by the **secretary**. Copies of the minutes shall be made available to everyone on staff and anyone in the PCCC community who requests them. A quorum for all meetings shall be 50% plus one (1) of all current membership.

Article VI. Committees:

The editor-in-chief shall create ad-hoc committees when necessary and shall appoint their chairs. All ad-hoc committees shall be dissolved upon completion of their appointed duties.

Article VII. Parliamentary Authority:

Roberts Rules of Order, latest edition, shall be used as a reference guide for parliamentary authority when necessary or deemed appropriate.

Article VIII. Amendment:

The advisor, any staff member or officer can submit a proposed amendment to be voted upon at the next meeting. A majority vote is needed for the amendment to pass.

Article IX. Discrimination Policy:

The editors, staff and advisors will not discriminate against anyone, including writers and other staff members, with regards to race, gender, religion, national origin, age, disability, sexual orientation or any other legally protected characteristic.

Article X. Removal of Officers from Office:

The editor-in-chief, any of the editors, the Secretary and staff members may be asked to step down or resign according to the following procedures for any of the following reasons:

- Abuse of responsibility
- Inappropriate treatment of staff
- Poor performance of duties
- Failure to adhere to the school's rules
- Failure to follow through on commitments
- Failure to qualify for membership

Any staff member may be removed by the editor-in-chief in consultation with the advisor.

Any officer (editors) may be removed by the editor-in-chief in agreement with the advisor.

The editor-in-chief may be removed by a majority vote of the other editors with the agreement of the advisor.

Approved by: Advisor, Christine Redman-Waldeyer, Editors-in-Chief, Ashley Diaz & Erica Russelman, Managing Editors, Katherine Avila & Alyssa Taylor, Staff members: Yeol-Shim Bell, Jonathan Fana, Kelly Franco, Raya Hammad, Edwin Nava, Miguel Ruiz, and Monika Stroz. 4/25/2019